

RESOLUTION 15-09

APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH HITCHCOCK DESIGN GROUP IN CONNECTION WITH THE PROPOSED SCHEMATIC DESIGN PHASE FOR THE DOWNTOWN SECOND STREET AREA

WHEREAS the Village of Manteno, a Municipal Corporation, desires to see the improvement of the downtown Second Street area; and

WHEREAS the Village of Manteno acting by and through its Village President and Board of Trustees find it in the public interest that a certified professional be contracted to provide schematic design services for the proposed development of the downtown Second Street area; and

WHEREAS it is necessary to contract with a professional company with certified personnel skilled in providing schematic design services for the proposed development of the downtown Second Street area; and

WHEREAS Hitchcock Design Group, Naperville, IL, is a company with professional and certified personnel skilled in providing schematic design services for the proposed development of the downtown Second Street area.

NOW THEREFORE BE IT RESOLVED by the President and Board of Trustees of the Village of Manteno, Kankakee County, Illinois as follows:

SECTION 1: That an agreement for Professional Services with Hitchcock Design Group, Naperville, IL, in connection with providing schematic design services for the proposed development of the downtown Second Street area and the same is hereby approved.

SECTION 2: That the Village President is hereby authorized, empowered and directed to execute said agreement for Professional Services provided for in Section One of this resolution in the form and content of Exhibit "A" which is attached hereto and made a part hereof.

Passed by the Board of Trustees of the Village of Manteno, Kankakee County, Illinois at a regular meeting thereof held on 1st day of February, 2016 and approved by me as Village President on the same day.

Table with 5 columns: RECORD OF THE VOTE, Yes, No, Abstain, Absent. Rows include names of President and Trustees with checkmarks indicating their votes.

Handwritten signature of Timothy O. Nugent over a printed name line: Timothy O. Nugent, Village President

ATTEST:

Handwritten signature of Alisa Blanchette over a printed name line: Alisa Blanchette, Village Clerk



Professional Service Agreement Amendment Number 1

Hitchcock Design, Inc., an Illinois corporation doing business as **Hitchcock Design Group (HDG), 225 West Jefferson Avenue; Naperville, Illinois 60540** and **Village of Manteno, Illinois (Client)** are parties to a Professional Services Agreement (Agreement), dated August 21, 2015, for planning and design services for the Second Street Properties. Both parties agree that changes to the Basic Services, Schedule and Compensation and Payment require that the Agreement be amended on January 25, 2016 as follows:

PART ONE: PROJECT DESCRIPTION

No change.

PART TWO: PROJECT TEAM

In addition to Hitchcock Design Group, Tyson Engineering will provide limited surveying and preliminary engineering services as a sub-consultant to Hitchcock Design Group.

PART THREE: BASIC SERVICES

The attached Scope of Services is made a part of this Amendment Number 1.

PART FOUR: SCHEDULE

The attached Schedule is made a part of this Amendment Number 1.

PART FIVE: COMPENSATION AND PAYMENT

Fee Type and Amount

Client agrees to compensate HDG for the Amended Basic Services as follows:

Original Agreement	Fixed Fee, Hourly, etc.	\$10,900
Amendment 1		\$21,930
Amended Total Fees:		\$32,830

Reimbursable Expenses

No change.

Standard Rates

No change for Hitchcock Design Group.

Payment

No change.

PART SIX: CLIENT RESPONSIBILITIES

No change.

PART SEVEN: ADDITIONAL CONDITIONS

No change.

ACCEPTANCE

Unless specifically described in this Amendment, all other terms and conditions of the Agreement remain in effect. Please sign and return this Amendment 1. A countersigned agreement will be

225 W. Jefferson Avenue
Naperville, Illinois 60540
630.961.1787

hitchcockdesigngroup.com



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Village of Manteno, Illinois
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returned to you. This agreement may be modified or withdrawn unless written authorization to proceed has been received within 30 days.

Accepted: 
Bernie Thompson, Acting Village Manager, Village of Manteno, Illinois

Accepted: 
Richard G. Hitchcock, President
Hitchcock Design Group



Scope of Services

PRELIMINARY DESIGN SERVICES

A. Pre-Design (Previously completed)

Objective: Confirm the project goal, objectives, resources, stakeholder interests and best practices that will be the basis for design.

Process: Specifically, HDG will:

1. (Mtg #1) Conduct a kick-off meeting with Village representatives and the other project team members confirming:
 - a. Geographic limits
 - b. Goals and objectives
 - c. Resources (natural, structural, infrastructural, cultural, capital, maps and data)
 - d. Stakeholders (Owner, users, neighbors, jurisdictional agencies, special interests)
 - e. Best Practices (criteria, standards, trends, technologies)
 - f. Budget
 - g. Consultant responsibilities
 - h. Owner responsibilities
 - i. Project Task Force (executive and/or steering committees, as appropriate)
 - j. Public engagement, communication tools and protocol
 - k. Decision making protocol
 - l. Tentative schedule
 - m. Invoicing and payment
 - n. Other administrative considerations
2. Collect readily available existing data for the project area and the immediate surroundings including:
 - a. Aerial photography
 - b. Boundaries, property ownership and easements from Village
 - c. Topographic surveys from Village
 - d. Geo-technical reports from Village
 - e. Environmental reports from Village
 - f. Pending improvement plans
 - g. Utility atlases from Village
 - h. Power and communication utilities
3. For each applicable stakeholder (municipal, county, regional, state, federal, franchise utility, property owners, and others) identify:
 - a. Jurisdictional boundaries and interest
 - b. Operational and maintenance practices
 - c. Capital improvement plans
 - d. Approval, permitting and construction procedures
4. Using the inventoried data prepare **Base Maps** at appropriate scales.
5. Inventory and review the collected data. In advance of the 1 day on-site workshop, prepare and submit:
 - a. **Workshop Memorandum** summarizing objectives, outcomes, participants, agendas
 - b. A draft **Second Street Properties Improvement Program** outlining the Owner's objectives, resource conditions and jurisdictional requirements



6. (Teleconference) Review the submittals with Village staff and confirm:
 - a. Event objectives
 - b. Dates and agendas
 - c. Event logistics including facilities, seating, technology and hospitality to be provided by the Owner
 - d. Facilitator and techniques
 - e. The list of stakeholder and workshop participants to be invited by staff

7. (Mtg #2a, b, c and d) During a one day workshop:
 - a. Walk the project area with Project Task Force members to gather first-hand impressions, observe and photograph the project area and immediate surroundings, and identify readily apparent physical conditions and patterns of use.
 - b. During the morning, interview approximately 6-8 selected stakeholders during a series of back-to-back meetings, scheduled by Village staff, to identify existing behaviors, operational issues, development plans, regulations, procedures, attitudes and opinions about the history, image, culture, hospitality and improvement potential of the site. Interview candidates should include representatives from the following stakeholder groups:
 - i. Elected and appointed Village officials
 - ii. Neighboring property owners
 - iii. Business or property owner organization leaders
 - iv. Other constituent or special interest groups
 - c. During the afternoon, refine the goal and objectives, identify special considerations and promising opportunities. Brainstorm alternative site improvement concepts.
 - d. During the evening, facilitate a workshop with Village Board members to review the draft Site Improvement Program, confirm existing stakeholder behaviors and attitudes, and brainstorm alternative outcomes. Record the conclusions.

8. Finalize and submit a concise **Second Street Properties Improvement Program** that summarizes the research and analyzes its impact on the proposed improvements including:
 - a. Background
 - b. Goal and objectives (quantified operational programming to the extent possible)
 - c. Resources (natural, structural, infrastructural, cultural, financial)
 - d. Stakeholder interests (Owner, users, neighbors, jurisdictional agencies, special interests)
 - e. Best practices (applicable criteria, standards, trends and technologies)
 - f. Budget (organized by basic construction categories and soft costs)
 - g. Jurisdictional approval and permit process(es)
 - h. Preliminary schedule (design, engineering, permit, bid, construction)
 - i. Incorporate, by reference, surveys and report deliverables
 - j. What, if any, additional research, analysis or processes are required to implement the proposed improvements. (Services not described in this scope of services may be considered Additional Services.)

9. (Teleconference) Review the Site Improvement Program with staff.

Deliverable: **Base Maps** (size TBD, DWG and PDF files); **Workshop Memorandum** (one, 8.5 x 11, PDF file); draft and final **Second Street Properties Improvement Program** (one, 8.5 x 11, PDF file)



B. Schematic Design (Preliminary Engineering)

Objective: Reach consensus on the type, location, organization, scale, character and potential cost of specific capital improvements for the Second Street Properties.

Process: Specifically, following your approval of the Second Street Properties Improvement Program and in close collaboration with the Village's consulting engineer, HDG will:

1. Tag and identify the size, type and condition of selected trees and other significant vegetation.
2. Prepare a **Boundary Survey** identifying:
 - a. Property lines
 - b. Rights-of-way
 - c. Easements
 - d. Property ownership
3. Prepare a **Topographic Survey**, based on the English system, establishing horizontal and vertical control and locating natural features and manmade improvements including:
 - a. Bench marks visible from project area (FEMA and City Datum)
 - b. Contours at one foot intervals
 - c. Buildings (thresholds and finish floor) and other structures
 - d. Curbs, walks, roadways, drives, lights, signals, walls and fencing
 - e. Underground water, storm and sanitary utilities including size, type, structures, grates and inverts
 - f. Above and below ground power and communication utilities
 - g. Tagged and numbered trees
 - h. Other pedestrian amenities
4. Using the inventoried data and the new boundary and topographic surveys, prepare **Base Maps** at appropriate scales.
5. Prepare **Alternative Concepts**, including appropriate plan views, sections, elevations and other graphic images, to illustrate the schematic organization, scale and character of the proposed systems such as:
 - a. Areas reserved for future development
 - b. Earthwork, drainage and stormwater management
 - c. Utility adjustments, relocations
 - d. Pedestrian, bicycle and vehicular circulation
 - e. Near and long-term structures and features
 - f. Natural and ornamental landscapes
 - g. Lighting
6. (Mtg #3) Review our recommendations with the Project Task Force and consulting engineer.
7. Refine selected concept(s). Prepare a preliminary **Construction Cost Opinion** including:
 - a. Temporary measures, insurance, bonds, and other soft costs
 - b. Construction improvement costs following CSI format
 - c. Design, bid and construction contingencies
 - d. Other allowances and administrative costs
 - e. Design and engineering fees
8. Update the preliminary **Construction Schedule** including estimated:
 - a. Design milestones
 - b. Implementation phasing
 - c. Approval and permit processes



- d. Bidding, review, contract negotiation
 - e. Construction start and completion
9. (Mtg #4) Review our recommendations with the Project Task Force and consulting engineer. Select a preferred concept.
 10. Refine the **Preferred Concept** giving increased attention to scale and character. Update the Construction Cost Opinion, Construction Schedule and prepare digital and static **Presentation Exhibits**.
 11. (Teleconference) Review our recommendations and meeting agendas with staff.
 12. (Mtgs #5a, b and c) During a one-day series of separate, on-site meetings:
 - a. Early afternoon, review our recommendations with neighboring property owners.
 - b. Late afternoon, review our recommendations with the Project Task Force
 - c. During the evening, display and present selected recommendations at a public open house. Record attendance and public comments.
 13. Further refine our recommendations, and prepare and submit a concise **Schematic Design Report** including appropriate graphics, text and data summarizing:
 - a. Second Street Properties Improvement Program
 - b. Preferred Concept
 - c. Updated Construction Cost Opinion
 - d. Construction Phasing and revenue sources
 - e. Updated Construction Schedule
 14. (Teleconference) Review the Schematic Design Report with staff and consulting engineer.
 15. Refine and resubmit our recommendations and exhibits, as may be appropriate.
 16. (Mtg #6) Present our recommendations to the Village Board.

Deliverables: **Alternative and Preferred Concepts** (ledger size PDF file); **Presentation Exhibits** (5, 24" x 36", color illustration boards, PPT and PDF files); **Construction Cost Opinion** (letter-size, PDF file); **Construction Schedule** (letter-size PDF file); **Schematic Design Report** (letter-size PDF file)

FINAL DESIGN AND ENGINEERING SERVICES (OPTIONAL, ADDITIONAL SERVICES)

A. Design Development (Pre-final Engineering) (optional, additional service)

Objective: Reach consensus with the Owner on the final design, probable cost and implementation strategy for the proposed improvements. Obtain construction permits from the appropriate jurisdictional agencies.

Process: Specifically, based on the approved Schematic Design Report, HDG will:

1. Prepare **Design Development Documents** illustrating the final size, horizontal and vertical geometry, structure, materials, finishes, and supporting calculations, as appropriate, for the proposed improvements, potentially including:
 - a. Grading, drainage and storm water management (including hydraulic calculations)
 - b. Water and wastewater utilities
 - c. Walks, decks and other pedestrian surfaces
 - d. Service access, loading and other vehicular surfaces
 - e. Structures



- f. Retaining walls
 - g. Fountain or water feature (including mechanical, electrical and plumbing requirements)
 - h. Automatic irrigation system (including pressure loss calculations and electrical, plumbing and control requirements)
 - i. Native and ornamental herbaceous and woody plant materials
 - j. Benches, trash containers, planters, bike racks and other site furnishings
 - k. Wayfinding and sign graphics
 - l. Power supply, control and distribution (including voltage drop calculations)
 - m. Audio system
 - n. Surveillance system
 - o. Lighting (including photometrics, power and control requirements)
2. Collect and review **Product Data** and **Material Samples**. Prepare **Outline Specifications**, including the products, materials and finishes of each component or system.
 3. Prepare a summary of quantities and updated **Construction Cost Opinion**.
 4. (Mtg #X) Review the Design Development Document work-in-progress with staff.
 5. Revise the Design Development Documents and previously prepare Presentation Exhibits, as may be required. Prepare a **Construction Strategy Memorandum** summarizing:
 - a. Construction phasing
 - b. Required permits
 - c. Construction delivery method (General Contractor, Construction Manager)
 - d. Owner and HDG roles during construction
 - e. Construction Schedule
 - f. Temporary stakeholder impacts
 - g. Public relations plan
 6. Prepare **Permit Documents** including only the applications, drawings and supporting calculations that are required to secure the following construction permits anticipated for the proposed improvements:
 - a. Name of permit, jurisdictional authority
 - b. Name of permit, jurisdictional authority
 7. (Mtg#X) Review the revised Design Development Documents and Permit Documents with staff.
 8. Submit Permit Documents to the appropriate jurisdictional agencies.
 9. Make minor revisions to the Permit Documents, as may be required, to facilitate jurisdictional approvals and permit(s).

Deliverables: Design Development Documents (XX, size TBD paper copies, plus PDF file); Product Data and Material Samples (quantities, formats and sizes TBD); Outline Specifications (one, 8.5 x 11, paper copy, plus PDF file); **Construction Cost Opinion** (XX, 8.5x11, B&W paper copies, plus PDF file); **Schedule** (XX, 8.5x11, color paper copies, plus PDF file); **Construction Strategy Memorandum** (one, 8.5 x11, B&W paper copy, plus PDF file); **Permit Documents** (XX, size TBD, paper copies, plus PDF files)

B. Construction Documents (Final Engineering) (optional additional service)

Objective: Produce the final Construction Drawing and Project Specifications that will be used by others to construct the specified improvements.



Process: Specifically, following approval of the Design Development documents, HDG will:

1. Finalize and submit the graphic **Construction Drawings** including:
 - a. Project identification and general information
 - b. Notes, index and standards
 - c. Summary of permits and contractor permit requirements
 - d. Summary of estimated quantities
 - e. Alignment, ties and bench marks
 - f. Typical sections
 - g. Maintenance of traffic
 - h. Erosion and sedimentation control
 - i. Existing conditions and removals
 - j. Grading
 - k. Geometric layout and materials
 - l. Planting
 - m. Irrigation
 - n. Signage and wayfinding
 - o. Fountain mechanical and plumbing
 - p. Electrical and lighting
 - q. Utilities
 - r. Construction details
2. Prepare and submit the written **Project Specifications** including:
 - a. Introductory information
 - b. Bidding requirements
 - c. Contracting requirements
 - d. General requirements
 - e. Technical specifications
3. Update and submit the **Construction Cost Opinion** and **Schedule**.
4. (Mtg #X) Review the Construction Documents with staff.
5. Finalize the Construction Documents as required.
6. (Mtg #X) Review the final Construction Documents with staff.
7. Make minor revisions, stamp and resubmit, as may be required.

Deliverable: **Construction Drawings** (one, 24 x 36, paper copy, plus PDF file); **Project Specifications, Construction Cost Opinion** and **Schedule** (one each, 8.5 x 11, paper copy, plus PDF file)

C. Bidding and Negotiation (optional, additional service)

Objective: Help select and engage a qualified Contractor to construct the improvements.

Process: Following approval of the Construction Documents, HDG will:

1. Prepare and submit **Bid Documents** including:
 - a. Advertisement and Invitation to Bid
 - b. Project Manual including Instructions to Bidders, Bid forms and sample Contract
 - c. Construction Drawings
2. Prepare a **Contractor Invitation List** identifying reputable contractors for consideration.



3. Help staff coordinate Construction Document and Bid Document printing, and help staff advertise and coordinate the bid letting.
4. (Mtg #X) Conduct a pre-bid meeting for interested bidders and issue a written **Pre-bid Meeting Summary** to all participants. Post the Pre-bid Meeting Summary to the Project Web Page.
5. Issue written **Bid Addenda**, when appropriate, to all bidders regarding changes to or clarifications of the Construction Documents or Bid Documents.
6. Review the bids, tabulate the results and issue a **Bid Tabulation and Award Recommendation**.
7. Prepare and submit the Owner/Contractor Agreement to staff and the low bidder.
8. (Mtg #X) Meet with staff and the successful bidder to negotiate the final contract.

Deliverable: Bid Documents, Contractor Invitation List, Pre-bid Meeting Summary, Bid Addenda, Bid Tabulation and Award Recommendation (one each, 8.5 x 11, B&W paper copy, plus PDF file)

CONSTRUCTION SERVICES

A. Administration (optional, additional service)

Objective: Until final acceptance of completed Work, or until 60 days after the Certificate of Substantial Completion is issued, whichever occurs first, help staff interpret and administer the Contract Documents (both the Owner/Contractor Agreement and the Construction Documents) with the Contractor.

Process: Specifically, following the execution of the Owner/Contractor Agreement, HDG will:

1. (Mtg #X) Participate in a pre-construction meeting with staff and the Contractor to review:
 - a. Contractor mobilization and logistics
 - b. Temporary measures
 - c. Contractor schedules
 - d. Contractor submittals
 - e. Owner, HDG and Contractor responsibilities
 - f. Communications protocol
 - g. Testing, Submittal, Requests for Information, and Change Order processes
 - h. Payment procedures
 - i. Contract Close-out procedures
2. Assist the staff to engage an independent testing service to provide required materials testing.
3. Following staff approval, issue a **Notice to Proceed** to the Contractor authorizing the commencement of construction.
4. (Mtgs #X-Y) Visit local nurseries with the Contractor to select certain, specified plant materials.
5. (Mtgs # X-Y) Observe the Work (XX visits), at intervals appropriate to the stage of construction, to become familiarized with the progress and quality of the Contractor's Work and to determine if the Work is proceeding in general conformance with the Contract Documents.



6. (Mtgs #X-Y) Coincidental with periodic observations, participate in progress meetings at the site with staff and the Contractor to review:
 - a. Progress of the Work
 - b. Contractor schedules
 - c. Contractor submittals, requests and proposals
 - d. Other observations and clarifications
7. Review and issue **Submittal Review Memoranda** and maintain a **Submittal Review Log** for shop drawings, product data, material samples and tests which the Contractor is required to submit, but only for the limited purpose of determining their general conformance with the design concept expressed in the Contract Documents. HDG is entitled to rely on the adequacy of the information provided by other design professionals engaged by the Contractor or independently engaged by the Owner to prepare such submittals. HDG's review does not include:
 - a. The accuracy or thoroughness of details such as quantities, dimensions, weights or gauges
 - b. The appropriateness of fabrication or installation processes
 - c. Coordination of the Work, with other trades
 - d. Safety precautions
8. Maintain a **Request for Information Log** of Contractor requests for information about the Contract Documents, and with reasonable promptness, prepare **Supplemental Instructions** that interpret, clarify or modify the Contract Documents including supplemental:
 - a. Information
 - b. Drawings
 - c. Specifications
9. Review Contractor Change Order requests with reasonable promptness, issue **Requests for Proposal**, and prepare, process, and maintain a **Change Order Log** for Owner approved **Change Orders** for changes to the Work including minor changes to the Work that do not impact the Contract Time or Contract Sum or other changes that may impact the Contract Time or Contract Sum including:
 - a. Owner initiated changes to the scope of work
 - b. Additional work required as a result of the discovery of unknown or concealed site conditions at the time the Owner/Contractor Agreement was executed
 - c. Supplemental Instructions
10. Based on periodic observations of the Work, review the Contractor's periodic Application for Payment and prepare a **Certificate for Payment** indicating that to the best of HDG's knowledge and belief the Contractor has completed the Work represented in the application subject to:
 - a. subsequent review of the Work in conformance with the Contract Documents
 - b. the results of subsequent tests and observations
 - c. the correction of minor deviations from the Contract Documents prior to completion

Deliverable: Notice to Proceed, Submittal Review Memoranda, Submittal Review Log, Request for Information Log, Supplemental Instructions, Requests for Proposal, Change Order Log, Change Orders, Certificates for Payment (one each, 8.5 x 11, B&W original, plus PDF file)

B. Contract Close-out (optional, additional service)

Objective: Help staff close out the Owner/Contractor Agreement with the Contractor.



Process: Specifically, after the Contractor notifies the Owner that the Work is substantially complete, HDG will:

1. (Mtg #X) Review and process the Contractor's request for acceptance of substantially completed Work including:
 - a. Observation of the Work to determine the date of Substantial Completion
 - b. If acceptable, issuance of a **Certificate of Substantial Completion**
 - c. Review the Contractor's list of remaining Work
 - d. If necessary, preparation of a **Punch List** of deficient or incomplete Work
2. Confirm and submit to staff the balance of the Contract Sum, including amounts retained for final completion and/or correction of any deficient Work.
3. Review and submit to Owner the required submittals to be provided by the Contractor, such as, but not limited to:
 - a. Operating and maintenance manuals
 - b. As-built record drawings
 - c. Labor and material lien waivers
 - d. Release of surety, if any
 - e. Contractor's final Application for Payment
4. (Mtg #X) Review and process the Contractor's final Application for Payment and acceptance of completed work including:
 - a. Observation of the Work with staff to determine conformance with the Contract Documents and completion of the Punch List
 - b. Issuance of the final **Certificate for Payment**

Deliverables: **Certificate of Substantial Completion, Punch List, Certificate for Payment** (one each, 8.5 x 11, B&W original, plus PDF file)

C. Post Construction (Optional, Additional Service)

Objective: During the warranty period, help staff secure correction of defects that may become apparent.

Process: Specifically, HDG will:

1. Approximately 30 days prior to the end of the warranty period:
 - a. Observe the completed Work to determine if the completed work is in general conformance with the Contract Documents.
 - b. Prepare and submit a **Post Construction Memorandum** to staff and the Contractor.
2. If defects in materials or workmanship are observed, consult with staff to determine the most appropriate course of action in order to correct the unacceptable Work.

Deliverables: **Post Construction Memorandum** (one each, 8.5 x 11, B&W original, plus PDF file)

GENERAL PROJECT ADMINISTRATION

In addition to the services outlined above, HDG will administer the performance of its own work throughout the term of the contract by providing the following services:

A. Communications

1. Schedule, create agendas and summarize the highlights of periodic meetings
2. Rehearse, attend and present at public forums identified
3. Collect and disseminate communications from other parties



4. Periodically inform your representative about our progress

B. Schedules

1. Create, periodically update and distribute the project schedule
2. Coordinate the activities of our staff and our consultants

C. Staffing

1. Select and assign staff members and consultants to appropriate tasks and services
2. Prepare and administer consultant agreements

D. File Maintenance

1. Establish and maintain appropriate correspondence, financial, drawing and data files
2. Obtain appropriate insurance certificates from consultants
3. Maintain appropriate time and expense records

OPTIONAL, ADDITIONAL SERVICES

Services or meetings not specified in this scope of services will be considered Additional Services. If circumstances arise during HDG's performance of the outlined services that require additional services, HDG will promptly notify Client about the nature, extent and probable additional cost of the Additional Services, and perform only such Additional Services following Client's written authorization.



Schedule

Phase	Approx Date
Preliminary Design Services	
Pre-Design	Complete
Schematic Design (Preliminary Engineering)	
Tag trees	February
Prepare Boundary Survey	February
Prepare Topographic Survey	February
Prepare Base Map	February
Prepare Alternative Concepts	February
Meet with Project Task Force (mtg #3)	March
Refine, prepare Construction Cost Opinion	March
Prepare Construction Schedule	March
Review with Project Task Force (mtg #4)	March
Prepare Preferred Concept, Presentation Exhibits	March
Review with staff (teleconference)	March
Review with property owners, Task Force, public (Mtg #5)	April
Prepare Schematic Design Report	April
Review with staff (teleconference)	April
Refine our recommendations	April
Present to Village Board (mtg #6)	May
Final Design and Engineering Services	
Design Development (Pre-final Engineering)	
Construction Documents (Final Engineering)	
Bidding and Negotiation	
Construction Services	
Construction Administration	
Contract Close-out	
Post Construction	

Under normal circumstances, the Hitchcock Design Group team prefers to advance the proposed Scope of Services in a continuous and timely manner in general conformance with this preliminary schedule. However, because of many factors that we cannot control, such as illness, third party actions and political considerations, it is impossible for us to guarantee completion of these services by a specific date. We will update this schedule, from time to time, as the project advances in order to reflect the most recent information.