



1685 West Higgins Road, Hoffman Estates, Illinois 60169  
heparks.org t (847) 885-7500 f (847) 885-7523



May 31, 2017

RE: Proposals for Survey Work

- Birch Park 1045 Ash Rd.
- Community Park 925 Grand Canyon Pkwy
- Valley Park 850 Park Lane

To Whom It May Concern:

The Hoffman Estates Park District will accept proposals for survey work to be performed at the above noted parks and locations in Hoffman Estates. Proposal must be submitted on the attached form and received by the Park District no later than 3 p.m. June 30, 2017. The work shall include the location of all pavement corners and types of pavement including Village sidewalks, parkways, parkway trees and curbs on park side of street, location of all utility structures and/ or poles (rim elevations only-no inverts), location of all playground edges, location of all park amenity features such as baseball fields, basketball courts, and fences with approximate property line locations (any iron property pins found shall be plotted and noted accordingly). All contours are in one foot elevation differences, spot elevations on pavement surfaces at key locations such as corners and location of all plant materials.

The work shall include these additional items at each site:

- Birch Park
  - Create Dwg drawing of all as built features.
  - Playground concrete fall surface containment borders only (No playground equipment )
  - Electrical service to school based on Julie locate.
  - Approximate location of underground storm pipe.
  - Trees located along with size (No tree types)
  - Shrub bed boundaries identified.
- Community Park
  - Create Dwg drawing of all as built features.
  - Playground concrete fall surface containment borders only (No playground equipment )
  - Trees located along with size (No tree types)
  - Shrub bed boundaries identified.

- Valley Park
  - Add Topography to existing DWG in 1 foot increments

Upon completion of the project, the surveyor shall supply the Park District with two paper copies and one CD disc copy in Auto Cad 2010. The District would like to receive the finished park surveys by the end of day on July 14<sup>th</sup> 2017.

Questions may be directed to Gary Buczkowski at 847-561-2172 or email [gbuczkowski@heparks.org](mailto:gbuczkowski@heparks.org)

Sincerely,

Gary Buczkowski  
Director of Planning & Development

**Park Survey Proposal**  
**Birch, Community and Valley Parks**

Firm Name \_\_\_\_\_

Firm Address \_\_\_\_\_  
\_\_\_\_\_

Contact person \_\_\_\_\_

Telephone number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Fax number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-Mail address \_\_\_\_\_

We propose to prepare a site survey of **Birch, Community and Valley Park** according to the Park District request for proposal dated June 3, 2016 for the total fee amount of:

**Birch Park** \$ \_\_\_\_\_

**Community Park** \$ \_\_\_\_\_

**Valley Park** \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

The Park District reserves the right to award this work to the low bid surveyor for each project listed and limit the overall work scope based on budgetary constraints. Firms submitting proposals on all projects may offer an additional discount if all projects are awarded to their firm.

Total Amount after Discount \$ \_\_\_\_\_

Signed \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_