



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



June 3, 2016

- RE: Proposals for Survey Work
- Willow Park 905 Norman Drive
 - Armstrong Park 1320 Kingsdale
 - Victoria South Park 1100 Kingsdale

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, 2016. 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:

- Willow Park
 - Retaining Wall
- Armstrong Park
 - Playground Vertical Posts (in light green highlighted area only)
- Victoria South
 - See site area highlighted in light green for extent of this site survey
 - Retaining Wall

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. It is the district's hope to receive the finished park surveys by the end of day on July 22, 2016.

Questions may be directed to Gary Buczkowski at 847-561-2172 or email gbuczkowski@heparks.org

Sincerely,

Gary Buczkowski

Director of Planning & Development

Park Survey Proposal
Willow, Armstrong and Victoria South Parks

Firm Name _____

Firm Address _____

Contact person _____

Telephone number _____ - _____ - _____

Fax number _____ - _____ - _____

E-Mail address _____

We propose to prepare a site survey of **Willow, Armstrong and Victoria South Park** according to the Park District request for proposal dated June 3, 2016 for the total fee amount of:

Willow Park	\$ _____
Armstrong Park	\$ _____
Victoria South 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 _____