



**DUPAGE
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February 29, 2024

Ms. Paula Deacon Garcia
DuPage County Public Works Committee Chair
421 North County Farm Road
Wheaton, IL 60187

Memo: Heritage Gallery and Museum Design Projects Scope Review

Dear Chair Garcia and all Public Works Committee Members:

I am sending you this memorandum in follow-up to several discussions at Public Works Committee in 2023. Following our Ordinance to select professional services (Quality Based Selection), DuPage County Facilities Management and the Wheaton Park District (WPD) are currently reviewing a proposed scope of work from Taylor Studios. This is the short-listed firm to redesign the *Heritage Gallery* in the 421 Administration Building and the *Enduring Values* exhibit in the DuPage County Historical Museum. The DRAFT proposed scope of work is attached to this letter for your review. Pending final contract negotiations, the total expected cost of this work is anticipated to be ~\$120,000, with \$45,000 maximum budgeted for the *Heritage Gallery* portion of the work, and \$75,000 for the Historical Museum work to be paid by the WPD.

A summary of the scope/schedule for the *Heritage Gallery* portion of the work:

1. Resource Analysis and project kickoff to establish existing plans, artifact lists, master plans, etc.
2. Schematic Design to establish preliminary space layouts, graphical standards and draft construction budget. Initial themes and options to be explored and then shared with stakeholder focus groups/public surveys for feedback and additional comments. County Board input is essential.
3. Concept Design phase to respond to stakeholder/public feedback and update design accordingly. Detailed exhibit information to be assembled along with more detailed construction pricing by exhibit area.

This finished *Heritage Gallery* Concept Design from Taylor Studios would then be brought to Public Works Committee for review, feedback and consideration. Should the PW Committee want to move forward with the project at that time, a Detail Design phase of the project could be activated for the final \$15,000 of work approved within the contract.

Partnering with the WPD on this task will allow WPD museum staff to assist the County in assessing and creating complementary exhibits between the facilities; County staff look forward to having access to their expertise and opinions.

I am requesting your feedback on the attached scope of work, including requested additional work to be included, or work to be revised. Our goal is to include this on your March 19 Public Works agenda for your review.

Sincerely,



Tim Harbaugh, P.E., DEE
Deputy Director of Facilities Management