

December 6, 2010

Mr. Ed Wilmes  
Director of Public Works  
Village of Orland Park  
15655 Ravinia Road  
Orland Park, IL 60462

## **LaGrange Road Phases 1-3**

Orland Park, Illinois  
Planning & Landscape Architecture

### **SCOPE OF WORK**

#### ***PHASE 1 – 179<sup>TH</sup> STREET TO 159<sup>TH</sup> STREET***

##### **Task 1.1 – Schematic Landscape Design**

Utilizing the design theme already established for the improvements at 143<sup>rd</sup> Street and LaGrange Road, Norris Design shall develop the streetscape planting, irrigation, and hardscape package for submittal to IDOT for Phase 1 of the LaGrange Road improvements. The project area includes the landscaped parkways, medians, and enhanced intersections and crosswalks within the improvement area / project limits for the LaGrange Road right-of-way (ROW). The task shall include the following:

- Develop streetscape and median planting plan and plant palette.
- Coordinate sidewalk alignments and retaining walls within ROW with the project engineer.
- Develop enhanced street corner treatments and, if applicable, crosswalk designs at the intersections of LaGrange Rd. and 179<sup>th</sup> St., 171<sup>st</sup> St., 167<sup>th</sup> St., 163<sup>rd</sup> St., and retrofit 159<sup>th</sup> St. to include consistent materials and design elements as all improved intersections of the corridor.
- Identify and prepare bus stop pads, shelters, etc.
- Coordinate pedestrian and bicycle connectivity with adjacent existing and future routes.
- Develop a gateway feature(s) at the intersection of LaGrange Rd. and 167<sup>th</sup> Street.
- Prepare a draft Irrigation Plan for review by the Village.
- Develop a preliminary cost estimate for Landscape and Irrigation Plans.
- Revise the Landscape and Irrigation Plans per Client's comments.

##### **Deliverables include:**

- Site visit to review existing conditions and opportunities and constraints of the LaGrange Road ROW.
- Schematic Landscape Design to include location of plant material, hardscape, site furnishings and amenities, lighting, and pedestrian/bicycle network connectivity.
- Preliminary bio-swale median design (coordinated with project engineer)
- Three (3) landscape vignettes of typical intersection corner treatments, median or parkway design.
- Three (3) proposed section drawings of key landscape features in Phase 1 of the LaGrange Rd. corridor enhancements.

- Attendance at up to four (4) meetings with the Village, Consultant Team, Board of Trustees and/or Stakeholders
- Preliminary cost estimate.

### **Task 1.2 – Landscape Plan Design Development**

Following the Village's review, recommendations, and direction to proceed with the Schematic Design presented as a part of Task 1, Norris Design will develop a Design Development level plan set for Phase 1 to include detailed design of the following:

- Hardscape and paving designs
- Intersection gateway monumentation design
- Median and parkway landscaping to include plant material call outs, walls, planters and ornamental fencing
- Amenity details (lighting, benches, bollards, etc.)
- Parkway and median irrigation design

A landscape plan will be prepared to include the location and quantities of all existing (to remain) and the location, type, size and quantities of all proposed plant material and site furnishings. The plans will be submitted to the Village for review and comment as part of the Design Development plan process. Following review of the plans we anticipate minor revisions based on comments from the Village. Norris Design will make recommended revisions to the plan prior to commencement of the Construction Documents.

In this phase of work, Norris Design will provide four (4) 3D Photo Composite Visualizations to help portray typical streetscape elements for each phase of improvements for the LaGrange Road corridor. These visualizations will show proposed improvements from key areas along the LaGrange Road corridor for all municipalities with jurisdiction along LaGrange Road to begin communicating the corridor improvements to stakeholders and community residents.

Deliverables include:

- Design Development Landscape Plan to include detailed hardscape design, monumentation design, plant material call outs and quantities, and site furnishings.
- Four (4) 3D Photo Composite Visualization graphics.
- Bio-swale median design (coordinated with project engineer)
- Attendance at up to three (3) meetings with the Village, Consultant Team, Board of Trustees and/or Stakeholders
- Preliminary cost estimate.

### **Task 1.3 – Landscape Plan Construction Documents**

Following the completion of the Design Development Task, Norris Design will prepare documentation necessary to bid and construct the landscape design for the project as follows:

- Provide detailed landscape plans, identifying plant locations and species (at 1" = 20' scale)
- Provide Final Irrigation Plan
- Provide planting and landscape details
- Utilizing IDOT Standard Specifications where applicable, provide technical landscape specifications.

- Provide Special Provisions for specifications not covered as an IDOT Standard Specification.

Deliverables include:

- Construction Documents submitted to the Village at 70%, 90% and 100% completion.
- Final irrigation plan
- Technical landscape specifications
- Attendance at three (3) project team meetings with the Village of Orland Park.

#### **Task 1.4 – Submittal Coordination and Bid Support**

Through coordination by the project engineer, Norris Design will prepare a Landscape Plan submittal for IDOT. We will respond to both Village staff and IDOT comments as necessary.

Bid support to allow for the landscape portion of the project to be competitively bid shall occur concurrently with the Landscape Plan Submittal Coordination of Phase 1. The services that we have provided for and are anticipating in this scope of work are as follows:

Deliverables include:

- Attend one (1) meeting with Village staff to review submittal to IDOT
- Package the Landscape and Irrigation Plans for submittal to IDOT.
- Response to Village and IDOT comments
- Provide submittal edits and resubmittals as necessary, as well as provide the day-to-day administration required following the submittal to IDOT
- Prepare bid form, estimated unit costs and approximate bid item quantities
- Provide bid review and assist with contractor selection.
- Prepare addenda/respond to contractor RFI's during the bid process.

**\*\*Note:** A scope of work and fees for Construction Administration support during construction of the landscape portion of the project shall be provided upon successful award of the project to a contractor.

### ***PHASE 2 – 159<sup>TH</sup> STREET TO 144<sup>TH</sup> STREET***

#### **Task 2.1 – Schematic Landscape Design**

Utilizing the design theme already established for the improvements at 143<sup>rd</sup> Street and LaGrange Road, Norris Design shall develop the streetscape planting, irrigation, and hardscape package for submittal to IDOT for Phase 2 of the LaGrange Road improvements. The project area includes the landscaped parkways, medians, and enhanced intersections and crosswalks within the improvement area / project limits for the LaGrange Road right-of-way (ROW). The task shall include the following:

- Develop streetscape and median planting plan and plant palette.
- Coordinate sidewalk alignments and retaining walls within ROW with the project engineer.
- Develop enhanced street corner treatments and, if applicable, crosswalk designs at the intersections of LaGrange Rd. and 156<sup>th</sup> St., 153<sup>rd</sup> St., 151<sup>st</sup> St., 149<sup>th</sup> St., 147<sup>th</sup> St., and 144<sup>th</sup> St.

- Identify and prepare bus stop pads, shelters, etc.
- Coordinate pedestrian and bicycle connectivity with adjacent existing and future routes.
- Prepare a draft Irrigation Plan for review by the Village.
- Develop a preliminary cost estimate for Landscape and Irrigation Plans.
- Revise the Landscape and Irrigation Plans per Client's comments.

Deliverables include:

- Schematic Landscape Design to include location of plant material, hardscape, site furnishings and amenities, lighting, and pedestrian/bicycle network connectivity.
- Preliminary bio-swale median design (coordinated with project engineer)
- Two (2) landscape vignettes of typical intersection corner treatments, median or parkway design.
- Two (2) proposed section drawings of key landscape features in Phase 2 of the LaGrange Rd. corridor enhancements.
- Attendance at up to three (3) meetings with the Village, Consultant Team, Board of Trustees and/or Stakeholders
- Preliminary cost estimate.

#### **Task 2.2 – Landscape Plan Design Development**

Following the Village's review, recommendations, and direction to proceed with the Schematic Design presented as a part of Task 2.1, Norris Design will develop a Design Development level plan set for Phase 2 to include detailed design of the following:

- Hardscape and paving designs
- Median and parkway landscaping to include plant material call outs, walls, planters and ornamental fencing
- Amenity details (lighting, benches, bollards, etc.)
- Parkway and median irrigation design

A landscape plan will be prepared to include the location and quantities of all existing (to remain) and the location, type, size and quantities of all proposed plant material and site furnishings. The plans will be submitted to the Village for review and comment as part of the Design Development plan process. Following review of the plans we anticipate minor revisions based on comments from the Village. Norris Design will make recommended revisions to the plan prior to commencement of the Construction Documents.

Deliverables include:

- Design Development Landscape Plan to include detailed hardscape design, monumentation design, plant material call outs and quantities, and site furnishings.
- Preliminary bio-swale median design (coordinated with project engineer)
- Attendance at up to three (3) meetings with the Village, Consultant Team, Board of Trustees and/or Stakeholders
- Preliminary cost estimate.

### **Task 2.3 – Landscape Plan Construction Documents**

Following the completion of the Design Development Task, Norris Design will prepare documentation necessary to bid and construct the landscape design for the project as follows:

- Provide detailed landscape plans, identifying plant locations and species (at 1" = 20' scale)
- Provide planting and landscape details
- Utilizing IDOT Standard Specifications where applicable, provide technical landscape specifications.
- Provide Special Provisions for specifications not covered as an IDOT Standard Specification.

Deliverables include:

- Construction Documents submitted to the Village at 70%, 90% and 100% completion.
- Final Irrigation Plan
- Technical landscape specifications
- Attendance at three (3) project team meetings with the Village of Orland Park.

### **Task 2.4 – Submittal Coordination and Bid Support**

Through coordination by the project engineer, Norris Design will prepare a Landscape Plan submittal for IDOT. We will respond to both Village staff and IDOT comments as necessary.

Bid support to allow for the landscape portion of the project to be competitively bid shall occur concurrently with the Landscape Plan Submittal Coordination of Phase 2. The services that we have provided for and are anticipating in this scope of work are as follows:

Deliverables include:

- Attend one (1) meeting with Village staff to review submittal to IDOT
- Package the Landscape and Irrigation Plans for submittal to IDOT.
- Response to Village and IDOT comments
- Provide submittal edits and resubmittals as necessary, as well as provide the day-to-day administration required following the submittal to IDOT
- Prepare bid form, estimated unit costs and approximate bid item quantities
- Provide bid review and assist with contractor selection.
- Prepare addenda/respond to contractor RFI's during the bid process.

**\*\*Note:** A scope of work and fees for Construction Administration support during construction of the landscape portion of the project shall be provided upon successful award of the project to a contractor.

## **PHASE 3 – SOUTHWEST HIGHWAY TO 131<sup>ST</sup> STREET**

### **Task 3.1 – Schematic Landscape Design**

Utilizing the design theme already established for the improvements at 143<sup>rd</sup> Street and LaGrange Road, Norris Design shall develop the streetscape planting, irrigation, and hardscape package for submittal to IDOT for Phase 3 of the LaGrange Road improvements. The project area includes the landscaped parkways, medians, and enhanced

intersections and crosswalks within the improvement area / project limits for the LaGrange Road right-of-way (ROW). The task shall include the following:

- Develop streetscape and median planting plan and plant palette.
- Coordinate sidewalk alignments and retaining walls within ROW with the project engineer.
- Develop enhanced street corner treatments and, if applicable, crosswalk designs at the intersections of LaGrange Rd. and 135<sup>th</sup> St., Southmoor Dr., and 131<sup>st</sup> St.
- Identify and prepare bus stop pads, shelters, etc.
- Develop a gateway feature(s) at the intersection of LaGrange Rd. and 131<sup>st</sup> Street.
- Coordinate pedestrian and bicycle connectivity with adjacent existing and future routes.
- Prepare a draft Irrigation Plan for review by the Village.
- Develop a preliminary cost estimate for Landscape and Irrigation Plans.
- Revise the Landscape and Irrigation Plans per Client's comments.

Deliverables include:

- Schematic Landscape Design to include location of plant material, hardscape, site furnishings and amenities, lighting, and pedestrian/bicycle network connectivity.
- Preliminary bio-swale median design (coordinated with project engineer)
- Two (2) landscape vignettes of typical intersection corner treatments, median or parkway design.
- Two (2) proposed section drawings of key landscape features in Phase 3 of the LaGrange Rd. corridor enhancements.
- Attendance at up to three (3) meetings with the Village, Consultant Team, Board of Trustees and/or Stakeholders
- Preliminary cost estimate.

### **Task 3.2 – Landscape Plan Design Development**

Following the Village's review, recommendations, and direction to proceed with the Schematic Design presented as a part of Task 3.1, Norris Design will develop a Design Development level plan set for Phase 3 to include detailed design of the following:

- Hardscape and paving designs
- Median and parkway landscaping to include plant material call outs, walls, planters and ornamental fencing
- Amenity details (lighting, benches, bollards, etc.)
- Parkway and median irrigation design

A landscape plan will be prepared to include the location and quantities of all existing (to remain) and the location, type, size and quantities of all proposed plant material and site furnishings. The plans will be submitted to the Village for review and comment as part of the Design Development plan process. Following review of the plans we anticipate minor revisions based on comments from the Village. Norris Design will make recommended revisions to the plan prior to commencement of the Construction Documents.

Deliverables include:

- Design Development Landscape Plan to include detailed hardscape design, monumentation design, plant material call outs and quantities, and site furnishings.

- Preliminary bio-swale median design (coordinated with project engineer)
- Attendance at up to three (3) meetings with the Village, Consultant Team, Board of Trustees and/or Stakeholders
- Preliminary cost estimate.

### **Task 3.3 – Landscape Plan Construction Documents**

Following the completion of the Design Development Task, Norris Design will prepare documentation necessary to bid and construct the landscape design for the project as follows:

- Provide detailed landscape plans, identifying plant locations and species (at 1" = 20' scale)
- Provide planting and landscape details
- Utilizing IDOT Standard Specifications where applicable, provide technical landscape specifications.
- Provide Special Provisions for specifications not covered as an IDOT Standard Specification.

Deliverables include:

- Construction Documents submitted to the Village at 70%, 90% and 100% completion.
- Final Irrigation Plan
- Technical landscape specifications
- Attendance at three (3) project team meetings with the Village of Orland Park.

### **Task 3.4 – Submittal Coordination and Bid Support**

Through coordination by the project engineer, Norris Design will prepare a Landscape Plan submittal for IDOT. We will respond to both Village staff and IDOT comments as necessary.

Bid support to allow for the landscape portion of the project to be competitively bid shall occur concurrently with the Landscape Plan Submittal Coordination of Phase 3. The services that we have provided for and are anticipating in this scope of work are as follows:

Deliverables include:

- Attend one (1) meeting with Village staff to review submittal to IDOT
- Package the Landscape and Irrigation Plans for submittal to IDOT.
- Response to Village and IDOT comments
- Provide submittal edits and resubmittals as necessary, as well as provide the day-to-day administration required following the submittal to IDOT
- Prepare bid form, estimated unit costs and approximate bid item quantities
- Provide bid review and assist with contractor selection.
- Prepare addenda/respond to contractor RFI's during the bid process.

**\*\*Note:** A scope of work and fees for Construction Administration support during construction of the landscape portion of the project shall be provided upon successful award of the project to a contractor.

## AGREEMENT QUALIFICATIONS

### A. Assumptions

The client shall provide to Norris Design the following information or services as required for performance of the work. Norris Design assumes no responsibility for the accuracy of such information or services, and shall not be liable for errors or omissions therein. Should Norris Design be required to provide services in obtaining or coordinating compilation of this information, such services shall be billed as Additional Services.

1. Base Information to be provided by Project Engineer
2. ALTA Survey
3. Aerial Photography

### B. Exclusions

All specific deliverables for this project are identified within the Scope of Work portion of this agreement. The following information is not a part of the agreement and would be proposed under a separate agreement if required. Should Norris Design be required to provide services in obtaining or coordinating compilation of this information, such services shall be billed as Additional Services.

1. Illustrative Graphics (other than those identified within this agreement)
2. Civil Engineering
3. Electrical Engineering
4. Structural Engineering
5. Mechanical Engineering
6. Traffic Engineering/Study
7. Architectural Building Design
8. Construction Bidding
9. Construction Administration

### C. Definitions

The following definitions are provided to give clear understanding of terms that may be used to describe Scopes of Work within Tasks listed throughout this agreement.

<b>Term</b>	<b>Definition</b>
Attend	Norris Design will be present at meetings and hearings as described in the task item
Review	Analysis of documents necessary to understand the project, provide feedback to the Owner or consultant team and to understand the impacts of the consultant teams work on the services provided by Norris Design
Assist	Provide input and/or information to the Owner or consultant team to assist them with their work and products
Develop	Plans, documents, and products generated by Norris Design
Coordinate	Plans, documents, products, people, schedules and information gathered, organized and/or submitted by Norris Design
Provide	Plans, documents, and products made available by Norris Design



Minor Revisions requiring less than 25% of the original time spent on a drawing, document, or total task item

## TERMS AND CONDITIONS

### A. Standard Terms

1. Norris Design will invoice work on a monthly basis based on work completed
2. Expenses, including but not limited to printing costs, mileage and other miscellaneous project costs will be billed in addition to the fixed fee at cost plus 10%. Mileage will be reimbursed at the Federal Government allowable rate. Technology expenses related to services provided will be billed at cost.
3. Client agrees to pay all invoiced fees and costs within 60 days of billing.
4. Payment will not be subject to the approval of the project and/or the cash flow status of the project.
5. Past due invoices shall be assessed a 1.5% late charge for each month past due. In the event fees and/or costs are not paid when due, client agrees to pay all costs of collection including reasonable attorney's fees.
6. Tasks will be billed by hours spent and may be less or more than the fee for each task. Services and fees will not exceed the total contract amount unless agreed upon as additional services.
7. This agreement is based on the understanding that client will proceed with the project in an expeditious manner from acceptance of contract terms. If the project is delayed more than one-hundred twenty (120) days from the start of work, it is understood and agreed that the standard hourly rates and the Total Fee may be subject to change requiring a new agreement.

### B. Specific Terms

1. The fees indicated are based on the applicable jurisdictional codes. Unless otherwise specified in the terms of this agreement, any request made by the client to vary, waive or modify existing code requirements may be considered as an additional service requiring additional fees.
2. Revisions exceeding Minor Revisions or additional tasks requested by the owner will be billed at the Standard Hourly rates in addition to the fixed fees, or a specific fee will be authorized for the additional work prior to commencement.
3. Request to perform tasks, acceptance of documents or knowledge by the Owner or Owners Representative of work being performed constitutes acceptance to the Scope of Work, Fees Schedule, Agreement Qualifications, Terms and Conditions and Additional Services provisions as identified in this proposal.
4. Any revisions, additional meetings or public hearings not identified in this proposal will be considered additional services.
5. Either party may terminate this agreement upon 30 days written notice to the other. Upon termination Norris Design will provide client all task items billed and paid for and client shall pay all fees and costs for tasks completed to time of termination.

### C. Standard Hourly Rates

Principal	\$95.00 - \$130.00/Hour
Senior Planner/Landscape Architect	\$80.00 - \$95.00/Hour
Planner/Landscape Architect	\$65.00 - \$80.00/Hour
Graphic Designer	\$80.00 - \$90.00/Hour
Photographer	\$100.00/Hour
IT Specialist	\$90.00/Hour
Clerical	\$40.00/Hour

D. Fee Schedule

**PHASE 1**

Task 1.1 – Schematic Landscape Design	\$ 7,700.00
Task 1.2 – Landscape Plan Design Development	\$ 13,300.00
Task 1.3 – Landscape Plan Construction Documents	\$ 14,900.00
Task 1.4 – Submittal Coordination and Bid Support	\$ 10,400.00

Subtotal \$ 46,300.00

**PHASE 2**

Task 2.1 – Schematic Landscape Design	\$ 4,400.00
Task 2.2 – Landscape Plan Design Development	\$ 5,900.00
Task 2.3 – Landscape Plan Construction Documents	\$ 12,500.00
Task 2.4 – Submittal Coordination and Bid Support	\$ 8,600.00

Subtotal \$ 31,400.00

**PHASE 3**

Task 3.1 – Schematic Landscape Design	\$ 4,100.00
Task 3.2 – Landscape Plan Design Development	\$ 5,200.00
Task 3.3 – Landscape Plan Construction Documents	\$ 9,300.00
Task 3.4 – Submittal Coordination and Bid Support	\$ 8,600.00

Subtotal \$ 27,200.00

**Total Task Fee \$ 104,900.00**

Estimated Reimbursable Expenses \$ 6,700.00

**Grand Total Fee Estimated Not to Exceed \$ 111,600.00**

\*\*Note: This contract assumes a construction start date of 2013. A delayed start date may require additional coordination and services upon approval by the Client.

**E. Acceptance**

Request(s) to perform tasks, acceptance of documents or knowledge by Client or their representative(s) of work being performed, constitutes acceptance of the scope of work, fee schedule, qualifications, terms and conditions and additional services provisions as identified in this proposal.

If the conditions of this contract are acceptable, please sign and return a copy for our files. We look forward to continuing our work with you on this project.

Norris Design - II, LLC

*[Handwritten Signature]*  
Name

PRINCIPAL  
Title

12/8/10  
Date

Village of Orland Park

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date