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**Contractors Name:**

**Contract Description:**

**MAYOR**  
Keith Pekau

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John C. Mehalek

14700 S. Ravinia Avenue  
Orland Park, IL 60462  
708.403.6100  
OrlandPark.org



**TRUSTEES**

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Cynthia Nelson Katsenes  
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May 20, 2020

Ms. Michelle Kelly, PLA, CPSI  
Upland Design Ltd.  
24042 Lockport Street  
Plainfield, Illinois 60544

RE: Exhibit B – CPAC Cabana  
Master Landscape Architecture Services

Dear Ms. Kelly;

Enclosed is a copy of Exhibit B – Cabana Area at Centennial Park Aquatic Center dated March 4, 2020. Please attach this to the Master Landscape Architecture Services contract dated June 30, 2017. The terms and conditions of the Master Agreement shall apply to this project. A Purchase Order should be issued soon and emailed to you.

If you have any questions, please call me at 708-403-6173.

Sincerely,

A handwritten signature in black ink that reads "Denise Domalusi".

Purchasing & Contract Administrator

cc: Mike Mazza



March 4, 2020

Mike Mazza  
Village of Orland Park  
Operations Manager Parks & Grounds Dept.  
14700 South Ravinia Avenue  
Orland Park, Illinois 60462

RE: Cabana Area at Centennial Park Aquatic Center: Construction Documents

Dear Mike:

Please find a proposal enclosed to assist the Village with concept development at Centennial Park Aquatic Center (CPAC). We understand there is a need for cabanas near the pool to create a shaded area for families to enjoy. The scope of services attached will provide a scaled color rendered plan with photos of what the new set up could look like.

We look forward to assisting the Village of Orland Park. Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Michelle Kelly".

Michelle Kelly, PLA, CPSI  
President

Approved and Accepted By:  
Village of Orland Park

A handwritten signature in blue ink, appearing to read "George Koczvara".

George Koczvara, Village Manager

5-11-20

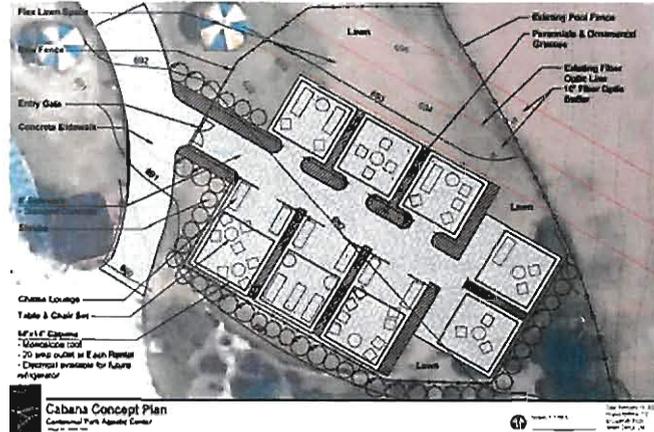
Date

# Village of Orland Park

## Pool at Centennial Park Aquatic Center

3/4/2020

**Project Background:** In 2019, a concept plan was designed to create a fully accessible rentable cabana area at the Centennial Park Aquatic Center. The cabana would have an accessible route to a rentable space which includes comfort amenities such as cabanas with lounge chairs, tables, and electrical outlets. The Village would like to have construction take place after the 2020 pool season and prior to the 2021 pool season.



**Project Scope:** Upland Design Ltd along with civil and electrical engineers at Engineering Resources Associates, proposes to create construction documents for the cabana area. Site plan amenities will follow the concept plan developed in 2019 and shown above. This includes:

- An accessible paved route from existing pool deck to the new cabana area
- Area for 8 rentable cabana shade structures with modular furniture and paving
- Fencing around the new cabana area at a 4'-0" with an automatic closing latch gate
- Electrical outlet to each cabana area
- Adjacent landscape buffer and lawn restoration areas

**Survey:** A new topographic survey for the cabana area and areas immediately adjacent will be prepared by an Illinois Registered Land Surveyor, Prairie Land Survey. The Village will mark the existing fiber optic line prior to the survey work so that it can be included on the survey. This will be used as a base for construction documents.

### Design Development Plans

April, 2020

Upland Design Ltd will prepare design development plans based on the concept plan for the cabana area. The plans will include layout of amenities, site furniture options, paving options and color choices, cabana elevations, and conceptual grading update based on the survey. The cost estimate will be updated. A meeting will be held with the Village team to review plans and the updated costs. (1 meeting)

Based on the design development plans, the Upland Design team will prepare a set of construction plans, specifications and bid proposal for public bidding. Construction documents will address the following:

- Existing Conditions and Removal
- Layout
- Grading and Drainage
- Electrical
- Soil Erosion Control
- Proposed Landscape Restoration
- Construction Details
- General and Technical Specifications
- Bid Proposal Form

The specifications will cover each area of construction. A review meeting at 85% complete construction documents will take place with Village of Orland Park staff. An updated estimate of construction costs will be available at the review meeting. Comments from the meetings will be incorporated into the documents. (1 meeting)

**Permits:** Permits are expected for the project including:

- Village of Orland Park Building Permit
- MWRD: Permit Determination Letter

Shelter structural engineering will be prepared and stamped by the shelter manufacturer for local building permits. Our team will hold discussions with permit agencies and make updates and replies as part of the services.

With project disturbance under ½ acre and potential classification as open space under MWRD requirements, it our goal to submit permits with the use of a rain garden as a BMP to gain approval. The design team will work with MWRD and the Village toward that goal by submitting a permit determination letter to begin the process. Detention design is not expected to be part of the project and is not included in the scope. If the project scope expands or it is later found that additional permits are required, additional professional scope and associated fees will be discussed with the Village.

No work is proposed in floodplain nor wetland areas for this project. The project civil engineer will assist with MWRD permit closeout by review the contractor's as-built topographic submittal.

#### **Optional: MWRD Permit Submittal**

If MWRD determines that a permit will be required, we will prepare the required schedules and a brief memorandum describing the site work for submittal and then move forward a full permit with volume control calculations.

**Bidding & Award****July-August 2020**

The bid documents will be distributed through by the Village of Orland Park purchasing Department. The Village will place the legal ad in a local paper and perform any other procedure as required by local purchasing policies. Upland Design will be available to answer questions during bidding and prepare addenda. If necessary, references will be contacted and a letter summarizing bidding and references will be written.

**Optional: Construction Observation****Beginning September, 2020**

Upon award of a contract, Upland Design staff will make eight total sites visits. Mike Mazza will make additional site visits during construction. Contractor submittals and pay applications will be reviewed nor retained by Upland Design Ltd prior to forwarding to the Village. Certified Payroll will not be reviewed by Upland Design Ltd. At project completion, a walk through with Village staff in order to develop a punch list will be completed. Upland Design will be available by phone to answer questions, review pay applications and submittals. (8 site visits)

The Firm shall have the authority to act on behalf of the Village only to the extent provided in this Agreement. The Firm shall not have control over, charge of, or responsibility for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the construction work, nor shall the Firm be responsible for the Contractor's failure to perform the construction work in accordance with the requirements of the Contract Documents.

**Professional Fees**

The following professional fees are lump sum for the work described in for professional services by Upland Design Ltd along with sub consultants Engineering Resource Associates and Prairie Land Survey:

Topographic Survey & Design Development	\$ 6,350
Construction Documents, Village Permitting & MWRD Determination Letter	\$ 29,860
<u>Bidding</u>	<u>\$ 1,850</u>
<b>Total Professional Fee</b>	<b>\$ 38,060</b>
Optional: MWRD Permit Submittal	\$ 3,000
Optional: Construction Observation	\$ 5,800

**Estimated Reimbursable Costs:**

Reimbursable items will include plotting and printing of drawings at the direct cost to Upland Design Ltd and mileage reimbursement at the current IRS reimbursement rate.

Mileage:

80 miles @ \$0.58/mile (or current IRS rate)	\$ 70
<u>Printing, Copying &amp; Delivery</u>	<u>\$ 600</u>
<b>Total Estimated Reimbursable Items:</b>	<b>\$ 670</b>

If the Village requests additional services, the following rates apply:

2020 Hourly Billing Rates:

Principal Landscape Architect	\$ 158/hour
Staff Landscape Architect/Designer	\$ 138/hour
Landscape Designer	\$ 118/hour
Civil Engineer	\$ 95-170/hour
Electrical Engineer	\$ 120/hour