



20 October 2015

Karie Friling, Director of Development Services, KFriling@orlandpark.org, 708-403-5300

Ed Lelo, Management Analyst, elelo@orland-park.il.us, 708-403-6373

Village of Orland Park, 14700 Ravinia Avenue, Orland Park, Illinois 60462

RE: Orland Park Wayfinding and Branding Plan – Proposal for Additional Public Outreach Activities

Dear Karie and Ed:

Thank you for the opportunity to assist the Village with additional public outreach for the current Wayfinding and Branding Plan assignment. We are happy to participate in additional meetings with the steering committee, members of the Village Board and community towards advancing the Wayfinding and Branding Plan.

The following scope outlines an approach that will provide additional opportunities to discuss the Wayfinding and Branding Plan and receive input. For all additional outreach activities, Teska would be responsible for meeting preparations, including presentation materials, exhibits and agendas. Teska's subconsultants would be included in meetings as appropriate to their discipline and as noted below. Each meeting would include post meeting follow up, including a meeting summary. The following activities are included and further described on the following pages.

1. Four (4) meetings with members of the Village Board (*Teska/wohltgroup*)
2. One (1) additional meeting with the Steering Committee; (*Teska/wohltgroup/Gewalt Hamilton/Parvin Clauss*)
3. One (1) public open house meeting. (*Teska/wohltgroup/Gewalt Hamilton/Parvin Clauss*)

We offer these services as an addition to the current agreement between the Village of Orland Park and Teska Associates entitled "Wayfinding and Branding Plan", dated September 19, 2014. Please let me know if there are any questions or clarifications I can address. I look forward to hearing from you soon.

Jodi Mariano, Principal

Teska Associates, Inc., 627 Grove St., Evanston, IL 60201, 847.869.2015

<mailto:JMariano@TeskaAssociates.com>

teska associates inc

627 Grove Street, Evanston, IL 60201 office 847 869-2015 www.TeskaAssociates.com

ADDITIONAL PUBLIC OUTREACH SERVICES | INTRODUCTION AND SCOPE

Teska proposes to provide additional Public Outreach Services, including additional meetings with the steering committee, members of the Village Board and community towards advancing the Wayfinding and Branding Plan.

SCOPE OF SERVICES

- Task 1** **Four (4) Meetings with Village Board Members**
- Attend four (4) meetings with members of the Village Board (including travel, occurs over two separate days)
 - Present Wayfinding and Branding materials prepared to date and receive input
 - Summarize input received
 - Consultants (fees): Teska (1 staff member, \$1,800) /wohltgroup (\$1,600)
 - Total Task 1 Fees: \$3,400
- Task 2** **One (1) Additional Meeting with the Steering Committee**
- Prepare for and attend one (1) additional meeting with members of the Steering Committee (including travel)
 - Present Wayfinding and Branding materials prepared to date and receive input
 - Summarize input received
 - Consultants (fees): Teska (2 staff members, \$1,200) /wohltgroup (\$500)/Gewalt Hamilton (\$600)/Parvin Clauss (\$400)
 - Total Task 2 Fees: \$2,700
- Task 3** **One (1) Public Open House Meeting**
- Assist Village with posting Wayfinding and Branding materials to the Village’s website
 - Prepare for and attend one (1) public open house meeting (including travel)
 - Present Wayfinding and Branding materials prepared to date and receive input
 - Summarize input received
 - Consultants (fees): Teska (2 staff members, \$1,800) /wohltgroup (\$500)/Gewalt Hamilton (\$600)/Parvin Clauss (\$400)
 - Total Task 2 Fees: \$3,300

PROFESSIONAL FEES

Professional fees will be billed on an hourly 'not to exceed' basis at the same rates as those indicated in the original agreement and as follows:

Teska Associates: Project Manager: \$130/ hr | Associate: \$100/ hr

Wohltgroup: Principal: \$500/ meeting

Gewalt Hamilton: Transportation Engineer: \$600/ meeting

Parvin Claus: Sign Fabricator: \$400/ meeting

Teska proposes to provide these services for a fee not to exceed \$9,400, including reimbursable expenses for travel. We hope the above meets your expectations and look forward to working with you. Please feel free to call me should you have any questions or wish to discuss aspects of the scope further.



Jodi Mariano, PLA, ASLA, Principal, Teska Associates

Accepted by:

Village of Orland Park