

**CLERK'S CONTRACT and AGREEMENT COVER PAGE**

**Legistar File ID#:** 2014-0471

**Innoprise Contract #:** C14-0080

**Year:** 2014-15

**Amount:** \$99,724.00

**Department:** Development Services

**Contract Type:** Professional and Consulting Services

**Contractors Name:** Teska Associates, Inc.

**Contract Description:** Wayfinding and Branding Plan

C15-0118 (2015-0676) Addendum 1 Add'l public outreach services \$9400

MAYOR  
Daniel J. McLaughlin

VILLAGE CLERK  
John C. Mehalek

14700 S. Ravinia Ave.  
Orland Park, IL 60462  
(708) 403-6100

[www.orlandpark.org](http://www.orlandpark.org)



VILLAGE HALL

TRUSTEES

Kathleen M. Fenton  
James V. Dodge  
Patricia A. Gira  
Carole Griffin Ruzich  
Daniel T. Calandriello  
Michael F. Carroll

December 9, 2015

Ms. Jodi Mariano  
Teska Associates, Inc.  
627 Grove Street  
Evanston, Illinois 60201

**RE: *Addendum 1 dated November 25, 2015***  
**Wayfinding and Branding Plan**

Dear Ms. Mariano:

Enclosed is a copy of the addendum dated November 25, 2015 for the change to increase the scope of work to include additional public outreach services. Please attach this to the original Wayfinding and Branding Plan contract dated August 29, 2014.

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

Sincerely,

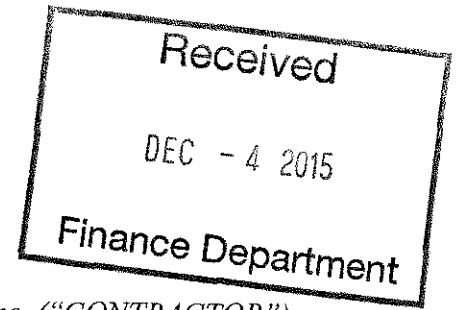
Denise Domalewski  
Contract Administrator

cc: Karie Friling  
Ed Lelo

**ADDENDUM 1 to**  
*Wayfinding and Branding Plan*

**Dated**  
*August 29, 2014*

**Between**  
*The Village of Orland Park, Illinois ("VILLAGE") and Teska Associates Inc. ("CONTRACTOR")*



WHEREAS, on August 29, 2014, a certain Agreement regarding Wayfinding and Branding Plan between the Village and the Contractor was executed (hereinafter referred to as the "Agreement"); and,

WHEREAS, the Village wishes to modify the SCOPE OF WORK for additional public outreach services per the proposal dated 20 OCTOBER 2015 by Teska Associates Inc.

NOW, THEREFORE, for and in consideration of the foregoing and the mutual covenants herein contained, it is agreed by and between the parties hereto as follows:

1. In the event of any conflict or inconsistency between the provisions of this Addendum and the Agreement, the provisions of this Addendum shall control.
2. **SECTION 1: THE CONTRACT DOCUMENTS** of said Agreement shall be amended to include "Addendum 1 dated November 25, 2015 Additional Public Outreach Services as described in proposal dated 20 October 2015"
3. **SECTION 2: SCOPE OF THE WORK AND PAYMENT** of said Agreement shall be amended to strike the words "The CONSULTANT will perform for the benefit of the VILLAGE the services described in the Proposal dated May 27, 2014 and amendment dated July 31, 2014" and replace with the words "The CONSULTANT will perform for the benefit of the VILLAGE the services described in the Proposal dated May 27, 2014, amendment dated July 31, 2014 and any and all addenda issued in response to Village requirements"
4. **SECTION 2: SCOPE OF THE WORK AND PAYMENT** of said Agreement shall be amended to add the words " Addendum 1 – an amount not to exceed Nine Thousand Four Hundred and No/100 (\$9,400.00) Dollars" after the words "...(\$99,724.00) Dollars."
5. **SECTION 4: TERM OF THE CONTRACT** of said Agreement shall be amended to strike the words "on or before August 30, 2015."
6. All of the other terms, covenants, representations and conditions of said Agreement not deleted or amended herein shall remain in full force and effect during the effective term of said Agreement.
7. This Addendum may be executed in two or more counterparts, each of which taken together, shall constitute one and the same instrument.

**ADDENDUM 1 to**  
*Wayfinding and Branding Plan*

**Dated**  
*August 29, 2014*

**Between**  
*The Village of Orland Park, Illinois ("VILLAGE") and Teska Associates Inc. ("CONTRACTOR")*

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This Addendum, made and entered into effective the **25th day of November, 2015**, shall be attached to and form a part of the Agreement dated the 29th day of August, 2014 and shall take effect upon signature below by duly authorized agents of both parties.

**AGREED AND ACCEPTED**

**FOR: THE VILLAGE**

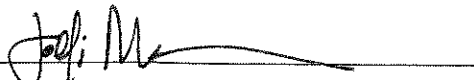
By: 

Print Name: Paul G. Grimes

Its: Village Manager

Date: 12/9/15

**FOR: THE CONTRACTOR**

By: 

Print Name: JOSI MARIANO

Its: PRINCIPAL

Date: 11/30/2015



20 October 2015

Karie Friling, Director of Development Services, [KFriling@orlandpark.org](mailto:KFriling@orlandpark.org), 708-403-5300

Ed Lelo, Management Analyst, [elelo@orland-park.il.us](mailto: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](http://www.TeskaAssociates.com)

## **ADDITIONAL PUBLIC OUTREACH SERVICES | INTRODUCTION AND SCOPE**

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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**

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#### **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**

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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 Clauss:         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:



Paul G. Grimes  
Village Manager 12/9/15

Village of Orland Park