

Village of Orland Park
East Field House, Senior Activity Center and Family Play Destination

Exhibit A – Scope of Services Deliverables

Consultant shall deliver all Final Deliverables no later than five (5) months from the Notice to Proceed and in all cases prior to the Contract Expiration Date of December 31, 2026, unless otherwise extended by mutual written agreement of the parties.

The minimum deliverables include:

1. Community Engagement & Market Validation

- Community engagement plan and summary of engagement outcomes
- Market and needs assessment report

2. Facility Assessment & Site Analysis

- Existing facility condition and environmental findings summary
- Summary of code, zoning, regulatory, and entitlement considerations affecting feasibility, including approval risks and anticipated permitting pathways
- Summary of site capacity considerations including parking demand, traffic circulation, and peak event impacts

3. Conceptual Planning & Program Fit

- Conceptual space plans and test-fit diagrams for both renovation and replacement scenarios
- Turf field layout options, including field dimensions, ceiling height requirements, and programming implications
- Adjacency and circulation diagrams reflecting operational flow, spectator areas, and family-friendly amenities

4. Financial Analysis & Feasibility

- Order-of-magnitude capital cost estimates (renovation and replacement scenarios)
- Financial pro forma and operating scenarios
- Pricing and membership/pass recommendations, including Silver Sneakers compatibility and integration with existing Village centers
- Sensitivity analysis and financial risk assessment identifying key cost, revenue, and participation risks with mitigation strategies
- Summary of funding considerations and potential revenue diversification opportunities

5. Operations & Staffing (High-Level)

- Recommended management model (Village-operated, third-party operator, or hybrid)
- High-level hours of operation by primary user group and program type
- Staffing plan outlining estimated roles, FTE/part-time mix, and coverage assumptions by functional area
- Summary of operational policies and assumptions affecting scheduling, staffing, and revenue generation

6. Phasing & Implementation Strategy

- Recommended phased development plan aligned with demand, funding, and operational readiness

- Identification of Phase 1, Phase 2, and Phase 3 program components
 - High-level sequencing and implementation timeline by phase
 - Order-of-magnitude cost implications and operational impacts for each phase
 - Key risks, dependencies, and decision points between phases
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7. Technology & Equipment Assumptions Appendix

- Summary of recommended technology and equipment by program area (e.g., baseball/softball simulation systems such as HitTrax, golf simulators, court and turf equipment)
 - High-level space, power, ceiling height, acoustic, and infrastructure requirements
 - Order-of-magnitude cost ranges for major equipment categories
 - Operating, staffing, and maintenance implications associated with technology-driven amenities
 - Assumptions related to booking systems, access control, and digital scheduling platforms
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8. Final Reporting & Presentations

- Final feasibility report with clear recommendations and next steps
- Executive summary suitable for public distribution and Village Board presentation
- Presentation materials and delivery of at least one formal public-facing presentation to Village leadership and/or community stakeholders
- Clear, data-supported recommendation suitable for Village Board action (proceed with renovation, proceed with replacement/new construction, phased implementation, or do not proceed)