

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

**Legistar File ID#:** 2015-0242

**Innoprise Contract #:** C15-0064

**Year:** 2015

**Amount:** \$5,750.00

**Department:** Parks - Frank Stec

**Contract Type:** Professional Services

**Contractors Name:** LandTech Design, Ltd

**Contract Description:** Dogwood Park Redesign

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

June 24, 2015

Mr. John Vann  
LandTech Design, Ltd.  
2930 Cherry Road  
Oswego, Illinois 60543

**RE: NOTICE TO PROCEED – Dogwood Park Redesign**

Dear Mr. Vann:

This notification is to inform you that the Village of Orland Park has received all necessary contracts, insurance documents, and W9 in order for work to commence on the above stated project as of June 24, 2015.

Please contact Frank Stec at 708-403-6139 to arrange the commencement of the work.

The Village has processed Purchase Order #15-001627 for this contract/service and emailed this to your company on June 9, 2015. It is imperative that this number on the Purchase Order be noted on all invoices, correspondence, etc. All invoices should be sent directly to the Accounts Payable Department at 14700 S. Ravinia Ave. Orland Park, IL 60462. Also, your final invoice for this contract/service should state that it is the final invoice pertaining to that Purchase Order.

For your records, I have enclosed one (1) original executed contract dated May 28, 2015 in an amount not to exceed Five Thousand Seven Hundred Fifty and No/100 (\$5,750.00) Dollars. If you have any questions, please call me at 708-403-6173.

Sincerely,

Denise Domalewski  
Contract Administrator

Encl:

cc: Frank Stec

MAYOR

Daniel J. McLaughlin

VILLAGE CLERK

John C. Mehalek

14700 S. Ravinia Avenue  
Orland Park, Illinois 60462  
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VILLAGE HALL

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May 28, 2015

Mr. John Vann  
LandTech Design, Ltd.  
2930 Cherry Road  
Oswego, Illinois 60543

**NOTICE OF AWARD – Dogwood Park Redesign**

Dear Mr. Vann:

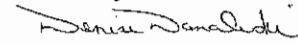
This notification is to inform you that on May 4, 2015, the Village of Orland Park Board of Trustees approved awarding LandTech Design, Ltd. the contract in accordance with the proposal you submitted dated March 26, 2015, for Dogwood Park Redesign in an amount not to exceed Five Thousand Seven Hundred Fifty and No/100 (\$5,750.00) Dollars.

In order to begin this project, you must comply with the following within ten business days of the date of this Notice of Award, which is by June 11, 2015.

- I am attaching the Contract for Dogwood Park Redesign. Please sign two (2) copies and return them both directly to me. I will obtain signatures to fully execute the Contract and one original executed Contract will be returned to you.
- Please submit a Certificate of Insurance from your insurance company in accordance with all of the Insurance Requirements listed and agreed to in the bid at minimum and endorsements for a) the additional insured status, b) the waiver of subrogation for General Liability and c) the waiver of subrogation for Workers Compensation.
- In order to properly document your vendor relationship with the Village of Orland Park, your company must provide the Village with a completed W-9 Form.
- I've also included an Electronic Funds Transfer (EFT) Authorization Form. Enrollment is optional, and by authorizing EFTs, you will receive payments from the Village faster and more securely. Additionally, the Village will be able to send you a detailed email notification when payment has been remitted. If you'd like to enroll in EFT payments, complete, sign and return the EFT Authorization Form along with the other documents.

Please deliver this information directly to me, Denise Domalewski, Contract Administrator, at Village Hall located at 14700 S. Ravinia Ave., Orland Park, IL 60462. The signed Contracts, Insurance Certificates and Endorsements and completed W-9 are required to be in place and received at my office prior to the commencement of work on this project. You will be issued a Notice to Proceed letter and a purchase order when you are in full compliance with this process. Failure to comply with these conditions within the time specified will entitle the Village to consider your proposal abandoned and to annul this Notice of Award. If you have any questions, please do not hesitate to call me at 708-403-6173 or e-mail me at [ddomalewski@orlandpark.org](mailto:ddomalewski@orlandpark.org).

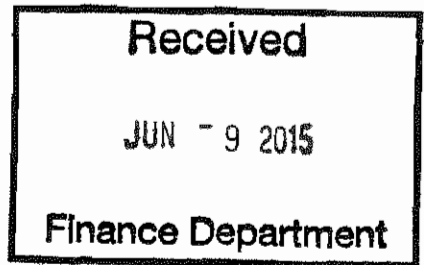
Sincerely,



Denise Domalewski  
Contract Administrator

cc: Frank Stec

**VILLAGE OF ORLAND PARK**  
**Dogwood Park Redesign**  
**(Contract for Professional Services)**



This Contract (hereinafter referred to as the "Agreement") is made this **28th day of May, 2015** by and between The Village of Orland Park (hereinafter referred to as the "VILLAGE") and LandTech Design, Ltd. (hereinafter referred to as the "ARCHITECT").

**WITNESSETH**

In consideration of the promises and covenants made herein by the VILLAGE and the ARCHITECT (hereinafter referred to collectively as the "PARTIES,") the PARTIES agree as follows:

**SECTION 1: THE CONTRACT DOCUMENTS:** This Agreement shall include the following documents (hereinafter referred to as the "CONTRACT DOCUMENTS") however this Agreement takes precedence and controls over any contrary provision in any of the CONTRACT DOCUMENTS. The Agreement, including the CONTRACT DOCUMENTS, expresses the entire agreement between the PARTIES and where it modifies, adds to or deletes provisions in other CONTRACT DOCUMENTS, the Agreement's provisions shall prevail. Provisions in the CONTRACT DOCUMENTS unmodified by this Agreement shall be in full force and effect in their unaltered condition.

This Agreement

The General Terms and Conditions for Professional Architectural Services

The VILLAGE'S Project Manual for the Work as described in Section 2 hereunder

- The Request for Proposals issued February 26, 2015
- The Instructions to Proposers

The Proposal as it is responsive to the VILLAGE's RFP requirements

Affidavit of Compliance

References

Certificates of Insurance

**SECTION 2: SCOPE OF SERVICES AND PAYMENT:** The ARCHITECT agrees to provide labor, equipment and materials necessary to provide the services as described in the CONTRACT DOCUMENTS and further described below:

*Provide professional architectural services to create a written redesign plan for Dogwood Park, located at 14946 Dogwood Drive, Orland Park, Illinois, 60462. The plan shall utilize visual aids, construction documents, drawings, maps and preliminary sketches to clarify suggestions and recommendations and includes, at minimum, the following components:*

- *Concrete curbing*
- *Replacing the existing play unit with a new play unit. The current play unit is approximately 20 years old and due to its age, replacement parts are no longer available.*
- *Wood play surface will be used as safety fall protection*
- *ADA accessibility*

- *Keeping the half basketball court amenity in place*
- *Meeting the needs of Village residents and visitors. As determined by the Village's Parks and Building Maintenance Department, ARCHITECT must meet in-person with Village residents at a Village facility and may be required to conduct a written survey.*
- *Provide strategies to effectively implement the redesign plan*
- *The Village will provide a survey of the area.*

(hereinafter referred to as the "SERVICES") as described in the VILLAGE'S Project Manual (RFP documents) and the VILLAGE agrees to pay the ARCHITECT pursuant to the provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*) the following amounts:

Task 1 – Research – Data Gathering and Review	\$ 750.00
Task 2 – Preliminary Design Development Phase- Initial Public Meeting	\$2,250.00
Task 3 – Design Development Phase	\$1,000.00
Task 4 – Construction Document Phase	\$ 500.00
Task 5 – Construction Observation Phase	\$1,250.00

**TOTAL FEE:** An amount not to exceed Five Thousand Seven Hundred Fifty and No/100 (\$5,750.00) Dollars

**SECTION 3: ASSIGNMENT:** ARCHITECT shall not assign the duties and obligations involved in the performance of the SERVICES which is the subject matter of this Agreement without the written consent of the VILLAGE.

**SECTION 4: TERM OF THE CONTRACT:** This Agreement shall commence on the date of execution. The SERVICES shall commence upon receipt of a Notice to Proceed and continue expeditiously from that date until final completion. This may be terminated by either of the PARTIES for default upon failure to cure after ten (10) days prior written notice of said default from the aggrieved PARTY. The VILLAGE, for its convenience, may terminate this Agreement with thirty (30) days prior written notice.

**SECTION 5: INDEMNIFICATION AND INSURANCE:** The ARCHITECT shall indemnify, defend and hold harmless the VILLAGE, its trustees, officers, directors, agents, employees and representatives and assigns, from lawsuits, actions, costs (including attorneys' fees), claims or liability of any character, incurred due to the alleged negligence of the ARCHITECT, brought because of any injuries or damages received or sustained by any person, persons or property on account of any act or omission, neglect or misconduct of said ARCHITECT, its officers, agents and/or employees arising out of, or in performance of any of the provisions of the CONTRACT DOCUMENTS, including any claims or amounts recovered for any infringements of patent, trademark or copyright; or from any claims or amounts arising or recovered under the "Worker's Compensation Act" or any other law, ordinance, order or decree. In connection with any such claims, lawsuits, actions or liabilities, the VILLAGE, its trustees, officers, directors, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice. The ARCHITECT shall be solely liable for all costs of such defense and for all expenses, fees, judgments, settlements and all other costs arising out of

such claims, lawsuits, actions or liabilities.

The ARCHITECT shall not make any settlement or compromise of a lawsuit or claim, or fail to pursue any available avenue of appeal of any adverse judgment, without the approval of the Village and any other indemnified party. The Village or any other indemnified party, in its or their sole discretion, shall have the option of being represented by its or their own counsel. If this option is exercised, then the ARCHITECT shall promptly reimburse the Village or other indemnified party, upon written demand, for any expenses, including but not limited to court costs, reasonable attorneys' and witnesses' fees and other expenses of litigation incurred by the Village or other indemnified party in connection therewith.

The indemnification obligation under this paragraph shall not be limited in any way by any limitations on the amount or type of damages, compensation or benefits payable by or for the benefit of Subcontractor or any indemnities under any Worker's Compensation Act, Occupational Disease Act, Disability Benefits Act, or any other employee benefits act. The Subcontractor further agrees to waive any and all liability limitations based upon the Worker's Compensation Act court interpretations or otherwise.

Execution of this Contract by the VILLAGE is contingent upon receipt of Insurance Certificates provided by the ARCHITECT in compliance with the AGREEMENT DOCUMENTS.

**SECTION 6: COMPLIANCE WITH LAWS:** ARCHITECT agrees to comply with all federal, state and local laws, ordinances, statutes, rules and regulations including but not limited to the Illinois Human Rights Act as follows: ARCHITECT hereby agrees that this contract shall be performed in compliance with all requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., and that the ARCHITECT and its subcontractors shall not engage in any prohibited form of discrimination in employment as defined in that Act and shall maintain a sexual harassment policy as the Act requires. The ARCHITECT shall maintain, and require that its subcontractors maintain, policies of equal employment opportunity which shall prohibit discrimination against any employee or applicant for employment on the basis of race, religion, color, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service. ARCHITECT and all subcontractors shall comply with all requirements of the Act and of the Rules of the Illinois Department of Human Rights with regard to posting information on employees' rights under the Act. ARCHITECT and all subcontractors shall place appropriate statements identifying their companies as equal opportunity employers in all advertisements for workers to be employed in work to be performed under this contract.

The ARCHITECT shall obtain all necessary local and state licenses and/or permits that may be required for performance of the WORK and provide those licenses to the VILLAGE prior to commencement of the SERVICES.

**SECTION 7: NOTICE:** Where notice is required by the CONTRACT DOCUMENTS it shall be considered received if it is delivered in person, sent by registered United States mail,

return receipt requested, delivered by messenger or mail service with a signed receipt, sent by facsimile or e-mail with an acknowledgment of receipt, to the following:

**To the VILLAGE:**

Denise Domalewski, Contract Administrator  
Village of Orland Park  
14700 South Ravinia Avenue  
Orland Park, Illinois 60462  
Telephone: 708-403-6173  
Facsimile: 708-403-9212  
e-mail: [ddomalewski@orlandpark.org](mailto:ddomalewski@orlandpark.org)

**To the ARCHITECT:**

John Vann, Project Manager  
LandTech Design, Ltd.  
2930 Cherry Road  
Oswego, Illinois 60543  
Telephone: 630-554-9984  
Facsimile: 630-206-1484  
e-mail: [john@landtechdesign.net](mailto:john@landtechdesign.net)

or to such other person or persons or to such other address or addresses as may be provided by either party to the other party.

**SECTION 8: STANDARD OF SERVICE:** Services shall be rendered to the professional standards applicable to the same or similar services in the Chicagoland area. Sufficient competent personnel shall be provided who with supervision shall complete the services required within the time allowed for performance. The ARCHITECT'S personnel shall, at all times present a neat appearance and shall be trained to handle all contact with Village residents or Village employees in a respectful manner. At the request of the Village Manager or a designee, the ARCHITECT shall replace any incompetent, abusive or disorderly person in its employ.

**SECTION 9: PAYMENTS TO OTHER PARTIES:** The ARCHITECT shall not obligate the VILLAGE to make payments to third parties or make promises or representations to third parties on behalf of the VILLAGE without prior written approval of the Village Manager or a designee.

**SECTION 10: COMPLIANCE:** ARCHITECT shall comply with all of the requirements of the Contract Documents, including, but not limited to, the Illinois Prevailing Wage Act where applicable and all other applicable local, state and federal statutes, ordinances, codes, rules and regulations.

**SECTION 11: FREEDOM OF INFORMATION ACT COMPLIANCE:** The Illinois Freedom of Information Act (FOIA) has been amended and effective January 1, 2010. This amendment adds a new provision to Section 7 of the Act which applies to public records in the possession of a party with whom the Village of Orland Park has contracted. The Village of Orland Park will have only a very short period of time from receipt of a FOIA request to comply with the request, and there is a significant amount of work required to process a request including collating and reviewing the information.

The undersigned acknowledges the requirements of FOIA and agrees to comply with all requests made by the Village of Orland Park for public records (as that term is defined by Section 2(c) of FOIA) in the undersigned's possession and to provide the requested public records to the Village of Orland Park within two (2) business days of the request being made by



the Village of Orland Park. The undersigned agrees to indemnify, defend and hold harmless the Village of Orland Park from all claims, costs, penalty, losses and injuries (including but not limited to, attorney's fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the Village of Orland Park under this agreement.

**SECTION 12: LAW AND VENUE:** The laws of the State of Illinois shall govern this Contract and venue for legal disputes shall be Cook County, Illinois.

**SECTION 13: MODIFICATION:** This Contract may be modified only by a written amendment signed by both PARTIES.

**SECTION 14: COUNTERPARTS** This Contract may be executed in two (2) or more counterparts, each of which taken together, shall constitute one and the same instrument.

This Contract shall become effective on the date first shown herein and upon execution by duly authorized agents of the parties.

FOR: THE VILLAGE

By: 

Print Name: Paul G. Grimes  
Village Manager

Its: \_\_\_\_\_

Date: 6/11/15

FOR: THE ARCHITECT

By: 

Print Name: JOHN M. VANN

Its: Owner

Date: 6-4-2015

**VILLAGE OF ORLAND PARK  
PROFESSIONAL ARCHITECTURAL SERVICES  
GENERAL TERMS AND CONDITIONS**

1. **Relationship Between Architect and Village:** The Architect shall serve as the Village's professional architectural consultant in those Projects, or phases of the Project on which it has been retained by the Village and to which this Agreement applies. This relationship is that of a buyer and seller of professional services and as such the Architect is an independent contractor in the performance of this Agreement and it is understood that the parties have not entered into any joint venture or partnership with the other. The Architect shall not be considered to be the agent of the Village. Nothing contained in this Agreement shall create a contractual relationship with a cause of action in favor of a third party against either the Village or Architect.
2. **Responsibility of the Architect:** Notwithstanding anything to the contrary which may be contained in this Agreement or any other material incorporated herein by reference, or in any Agreement between the Village and any other party concerning the Project, the Architect shall not have control or be in charge of and shall not be responsible for the means, methods, techniques, sequences or procedures of construction, or the safety, safety precautions or programs of the Village, the construction contractor, other contractors or subcontractors performing any of the work or providing any of the services on the Project. The Architect shall not be responsible for the acts or omissions of the Village, or for the failure of the Village, any architect, another engineer, consultant, contractor or subcontractor to carry out their respective responsibilities in accordance with the Project documents, this Agreement or any other agreement concerning the Project. Any provision which purports to amend this provision shall be without effect unless it contains a reference that the content of this condition is expressly amended for the purposes described in such amendment and is signed by the Architect.
3. **Changes:** The Village reserves the right by written change order or amendment to make changes in requirements, amount of services, or professional time schedule adjustments, and Architect provided the Village shall negotiate appropriate contract adjustments acceptable to both Parties to accommodate any changes. The Architect is not responsible for, and Village agrees herewith to hold Architect harmless from any and all errors which may be contained within the Contract Documents or the Project Documents, including plans and specifications for the Project, unless such errors are the result of the services of the Architect. It is expressly understood that the uncovering of errors in the plans and specifications, unless such errors should have been uncovered by the Architect in the exercise of its professional service, is not the responsibility of the Architect and any and all costs associated with such errors shall be borne by others.
4. **Suspension of Services:** Village may, at any time, by written order to Architect (Suspension of Services Order) require Architect to stop all, or any part, of the services required by this Agreement. Upon receipt of such an order, Architect shall immediately comply with its terms and take all reasonable steps to minimize the costs associated with the services affected by such order. The Village, however, shall pay all fees and costs incurred up to and by the suspension, including all costs necessary to maintain continuity and for the resumption of the services upon expiration of the Suspension of Services Order. Architect shall not be obligated to provide the same personnel employed prior to suspension, when the services are resumed, in the event that the period of suspension is greater than thirty (30) days.

5. **Documents Delivered to Village:** Drawings, specifications, reports, and any other documents prepared by Architect (hereinafter "Project Documents") in connection with any or all of the services furnished hereunder shall be delivered to the Village for the use of the Village and Village shall be entitled to use said Project Documents provided the Village has complied with the terms of this Agreement, including prompt payment of all sums due.. Architect shall have the right to retain originals of all Project Documents and drawings for its files. Furthermore, it is understood and agreed that the Project Documents prepared for the Project, whether in hard copy or machine readable form, are instruments of professional service intended for onetime use in the construction of this Project. These Project Documents are and shall remain the property of the Architect, including all intellectual property rights to the extent permitted by law. The Village may retain copies, including copies stored on magnetic tape or disk, for information and reference in connection with the occupancy and use of the Project.

It is also understood and agreed that because of the possibility that information and data delivered in machine readable form may be altered, whether inadvertently or otherwise, the Architect reserves the right, upon prior written notice to the Village, to retain the original tapes/disks and to remove from copies provided to the Village all identification reflecting the involvement of the Architect in their preparation. The Architect also reserves the right to retain hard copy originals of all Project Documents delivered to the Village in machine readable form, which originals shall be referred to and shall govern in the event of any inconsistency between the two. Use by the Village of machine readable form Project Documents is at the Village's own risk and responsibility.

6. **Reuse of Documents:** All Project Documents including but not limited to reports, opinions of probable costs, drawings and specifications furnished by Engineer pursuant to this Agreement are intended for use on the Project only. The Project Documents shall not be used by Village or others on extensions of the Project or any other project. Any reuse, without specific written verification or adaptation by Architect, shall be at Village's sole risk, and Village shall indemnify, defend and hold harmless Architect from all claims, damages, losses, and expenses including attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle Architect to further compensation at rates to be agreed upon by Village and Architect. The Architect shall have the right to include representations of the design of the Project, including photographs of the exterior and interior, among the Architect's promotional and professional materials. The Architect's materials shall not include the Village's confidential and proprietary information if the Village has previously advised the Architect in writing of the specific information considered by the Village to be confidential and proprietary.
7. **Opinions of Probable Cost:** Since Architect has no control over the cost of labor, materials or equipment, or over the Contractor(s) method of determining prices, or over competitive bidding or market conditions, Architect's opinions of probable Project construction cost provided for herein are to be made on the basis of Architect's experience and qualifications and represent Architect's judgment as a design professional familiar with the construction industry, but Architect cannot and does not guarantee that proposal, bids or the construction cost will not vary from opinions of probable construction cost prepared by Architect. If prior to the Bidding or Negotiating Phase, Village wishes greater accuracy as to the construction cost, the Village shall employ an independent cost estimator consultant for the purpose of obtaining a second construction cost opinion independent from Architect.

8. **Successors and Assigns:** The terms of this Agreement shall be binding upon and inure to the benefit of the PARTIES and their respective successors and authorized assigns.
9. **Waiver of Contract Breach:** The waiver of one PARTY of any breach of this Agreement or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof, shall be limited to the particular instance, shall not operate or be deemed to waive any future breaches of this Agreement and shall not be construed to be a waiver of any provision, except for the particular instance.
10. **Entire Understanding of Agreement:** This Agreement represents and incorporates the entire understanding of the parties hereto, and each PARTY acknowledges that there are no warranties, representations, covenants or understandings of any kind, matter or description whatsoever, made by either party to the other except as expressly set forth herein. Village and the Architect hereby agree that any purchase orders, invoices, confirmations, acknowledgments or other similar documents executed or delivered with respect to the subject matter hereof that conflict with the terms of the Agreement shall be null, void and without effect to the extent they conflict with the terms of this Agreement.
11. **Amendment:** This Agreement shall not be subject to amendment unless another instrument is duly executed by duly authorized representatives of each of the PARTIES and entitled "Amendment of Agreement".
12. **Severability of Invalid Provisions:** If any provision of the Agreement shall be held to contravene or to be invalid under the laws of any particular state, county or jurisdiction where used, such contravention shall not invalidate the entire Agreement, but it shall be construed as if not containing the particular provisions held to be invalid in the particular state, country or jurisdiction and the rights or obligations of the parties hereto shall be construed and enforced accordingly.
13. **Force Majeure:** Neither Village nor Architect shall be liable for any fault or delay caused by any contingency beyond their control including but not limited to acts of God, wars, strikes, walkouts, fires, natural calamities, or demands or requirements of governmental agencies.
14. **Subcontract:** Architect may subcontract portions of the services, but each subconsultant must be approved by Village in writing in advance.
15. **Access and Permits:** Village shall arrange for Architect to enter upon public and private property and the Village obtain all necessary approvals and permits required from all governmental authorities having jurisdiction over the Project. Village shall pay costs (including Architect's employee salaries, overhead and fee) incident to any effort by Architect toward assisting Village in such access, permits or approvals, if Architect performed such services.
16. **Designation of Authorized Representative:** Each PARTY to this Agreement shall designate one or more persons to act with authority in its behalf with respect to appropriate aspects of the Project. The persons designated shall review and respond promptly to all communications received from the other party.
17. **Village's Responsibilities:** The Village agrees to provide full information regarding requirements for and about the Project, including a program which shall set forth the Village's objectives, schedule, constraints, criteria, special equipment, systems and site requirements.

The Village agrees to furnish and pay for all legal, accounting and insurance counseling services as the Village may require at any time for the Project, including auditing services which the Village may require to verify the Contractor's Application for Payment or to ascertain how or for what purpose the Contractor has used the money paid by or on behalf of the Village. In addition, Village shall give prompt written notice to the Architect whenever the Village observes or otherwise becomes aware of any development that affects the scope or timing of the Architect's services, or any defect or nonconformance of the work of any Contractor.

18. **Information Provided by Others:** The Architect shall indicate to the Village the information needed for rendering of the services of this Agreement. The Village shall provide to the Architect such information as is available to the Village and the Village's consultants and contractors, and the Architect shall be entitled to rely upon the accuracy and completeness thereof unless, in the exercise of his professional skill, Architect becomes aware of inaccuracies or incompleteness. The Village recognizes that it is impossible for the Architect to assure the accuracy, completeness and sufficiency of such information, either because it is impossible to verify, or because of errors or omissions which may have occurred in assembling the information the Village is providing.
19. **Terms of Payment:** Architect shall submit monthly statements for the Services and any additional services rendered and for Reimbursable Expenses incurred, based upon Architect's estimate of the proportion of the total services actually completed at the time of billing or based upon actual hours expended during the billing period. In the event the Village has not paid amounts properly due the Architect, Architect may after giving seven days written notice to Village, suspend services under this Agreement until Architect has been paid in full all amounts properly due for services, expenses and charges. Architect shall have no liability whatsoever to Village for any costs or damages as a result of such suspension.
20. **Hazardous Materials/Pollutants:** Unless otherwise provided by this Agreement, the Architect and its subconsultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to hazardous materials/pollutants in any form at the Project site, including but not limited to mold/mildew, asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic/hazardous/pollutant type substances. If Architect becomes aware of such hazardous materials at the Project site, the Architect shall notify the Village.
21. **Attorney's Fees:** In the event of any dispute that leads to litigation arising from or related to the services provided under this agreement, the substantially prevailing party will be entitled to recovery of all reasonable costs incurred, including court costs, attorney's fees and other related expenses.
22. **Insurance:** The Architect shall provide the Village with certificates of insurance evidencing all coverages held by the Architect, with coverage minimums and from insurance providers in compliance with Village requirements.
23. **Facsimile Transmissions:** The parties agree that each may rely, without investigation, upon the genuineness and authenticity of any document, including any signature or purported signature, transmitted by facsimile machine, without reviewing or requiring receipt of the original document. Each document or signature so transmitted shall be deemed an enforceable original. Upon request, the transmitting party agrees to provide the receiving party with the original document transmitted by facsimile machine; however, the parties agree that the failure of either party to comply with such a request shall in no way affect the genuineness, authenticity or enforceability of the document. Each party waives and relinquishes as a defense to the formation

or enforceability of any contract between the PARTIES, or provision thereof the fact that a facsimile transmission was used.

24. **Certifications:** Architect shall not be required to sign any documents, no matter by whom requested, that would result in the Architect having to certify the existence of facts, opinions or conditions that would require knowledge, services or responsibilities beyond or outside the scope of the Architect's Services. The Village also agrees not to make resolution of any dispute with Architect or payment of any amount due to the Architect in any way contingent upon the Architect signing any such certification that would require knowledge, services or responsibilities beyond or outside the scope of the Architect's Services.

**BY SIGNATURE BELOW (WHICH MAY BE IN ELECTRONIC FORM), THE ABOVE GENERAL TERMS AND CONDITIONS ARE ACCEPTED BY THE VILLAGE AND ARCHITECT:**

LANDTECH DESIGN, LTD.

By: \_\_\_\_\_

Officer

6-3-2015

Date

Print Name: \_\_\_\_\_

John M. Vann

VILLAGE OF ORLAND PARK

By: \_\_\_\_\_

Officer

6/11/15

Date

Print Name: \_\_\_\_\_

Paul G. Grimes

Village Manager

## PROPOSER SUMMARY SHEET

RFP #15-009 – Redesign of Dogwood Park  
Project Name

Business Name: LandTech Design, Ltd.

Contact Person Name and Title: John M. Vann

Address (Street, City, State, Zip Code): 2930 Cherry Road

Phone: ( 630 ) 554-9984 Fax: ( 630 ) 206-1484

E-mail Address: john@landtechdesign.net

### PRICE PROPOSAL

<u>REDESIGN PROJECT</u>	
<b>GRAND TOTAL REDESIGN PROJECT PRICE:</b>	<b>\$ <u>4500.00</u></b>

<u>CONSTRUCTION MANAGEMENT (optional)</u> Proposers are not required to submit pricing for the construction management option, and therefore this section may be left blank.	
<b>GRAND TOTAL CONSTRUCTION MANAGEMENT PRICE:</b>	<b>\$ <u>1250.00</u></b>

## AFFIDAVIT OF COMPLIANCE

Proposers shall complete this Affidavit of Compliance. Failure to comply with all submission requirements may result in a determination that the Proposer is not responsible.

---

The undersigned John M. Vann, as Owner  
(Enter Name of Person Making Affidavit) (Enter Title of Person Making Affidavit)  
and on behalf of LandTech Design, Ltd., certifies that:  
(Enter Name of Business Organization)

### 1) **BUSINESS ORGANIZATION:**

The Proposer is authorized to do business in Illinois: Yes [X] No [ ]

Federal Employer I.D. #: 27-4287747  
(or Social Security # if a sole proprietor or individual)

The form of business organization of the Proposer is (check one):

☐ Sole Proprietor  
☐ Independent Contractor (Individual)  
☐ Partnership  
☐ LLC  
☒ Corporation Illinois 2011  
(State of Incorporation) (Date of Incorporation)

### 2) **ELIGIBILITY TO ENTER INTO PUBLIC CONTRACTS:** Yes [ x ] No [ ]

The Proposer is eligible to enter into public contracts, and is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3, or 33E-4 of the Illinois Criminal Code, or of any similar offense of "Bid-rigging" or "Bid-rotating" of any state or of the United States.

### 3) **SEXUAL HARRASSMENT POLICY:** Yes [x] No [ ]

Please be advised that Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A) has been amended to provide that every party to a public contract must have a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4) and includes, at a minimum, the following information: (I) the illegality of sexual harassment; (II) the definition of sexual harassment under State law; (III) a description of sexual harassment, utilizing examples; (IV) the vendor's internal complaint process including penalties; (V) the legal recourse, investigative and complaint process available through the Department of Human Rights (the "Department") and the Human Rights Commission (the "Commission"); (VI) directions on how to contact the Department and Commission; and (VII) protection against retaliation as provided by Section 6-101 of the Act. (Illinois Human Rights Act). (emphasis added). Pursuant to 775 ILCS 5/1-103 (M) (2002), a "public



contract" includes "...every contract to which the State, any of its political subdivisions or any municipal corporation is a party."

**4) EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE: Yes ☒ No ☐**

During the performance of this Project, Proposer agrees to comply with the "Illinois Human Rights Act", 775 ILCS Title 5 and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq. The

Proposer shall: (I) not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (II) examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization; (III) ensure all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (IV) send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Vendor's obligations under the Illinois Human Rights Act and Department's Rules and Regulations for Public Contract; (V) submit reports as required by the Department's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts; (VI) permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts; and (VII) include verbatim or by reference the provisions of this Equal Employment Opportunity Clause in every subcontract it awards under which any portion of this Agreement obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor.

In the same manner as the other provisions of this Agreement, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations. Subcontract" means any agreement, arrangement or understanding, written or otherwise, between the Proposer and any person under which any portion of the Proposer's obligations under one or more public contracts is performed, undertaken or assumed; the term "subcontract", however, shall not include any agreement, arrangement or understanding in which the parties stand in the relationship of an employer and an employee, or between a Proposer or other organization and its customers. In the event of the Proposer's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Right Act, or the Rules and Regulations for Public Contracts of the Department of Human Rights the Proposer may be declared non-

responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this agreement may be canceled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

5) **TAX CERTIFICATION:**    Yes [x]    No [ ]

Proposer is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if it is: (a) it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or (b) it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

6) **AUTHORIZATION & SIGNATURE:**

I certify that I am authorized to execute this Affidavit of Compliance on behalf of the Proposer set forth on the Proposal Summary Sheet, that I have personal knowledge of all the information set forth herein and that all statements, representations, that the Proposal is genuine and not collusive, and information provided in or with this Affidavit are true and accurate. The undersigned, having become familiar with the Project specified, proposes to provide and furnish all of the labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete in a workmanlike manner all of the work required for the Project.

**ACKNOWLEDGED AND AGREED TO:**

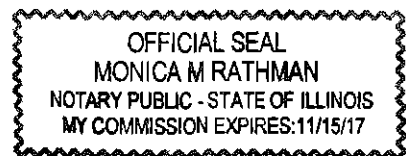
  
\_\_\_\_\_  
Signature of Authorized Officer

JOHN M. VANN  
\_\_\_\_\_  
Name of Authorized Officer

OWNER  
\_\_\_\_\_  
Title

3-26-15  
\_\_\_\_\_  
Date

Subscribed and Sworn To  
Before Me This 26 Day  
of March, 2015.



  
\_\_\_\_\_  
Notary Public Signature

**NOTARY SEAL**

## REFERENCES

Provide three (3) references for which your organization has performed similar work.

**Proposer's Name:** LandTech Design, Ltd.

*(Enter Name of Business Organization)*

1. ORGANIZATION Oak Lawn Park District  
ADDRESS 9400 S. Kenton Avenue, Oak Lawn 60453  
PHONE NUMBER 708.857.2225  
CONTACT PERSON Maddie Kelly  
PROJECT NAME Memorial Park, Worthbrook Park, Commissioners Park  
YEAR OF PROJECT 2012-15
  
2. ORGANIZATION Burr Ridge Park District  
ADDRESS 15 W 400 Harvester Drive, Burr Ridge, IL. 60527  
PHONE NUMBER 630.920.1969  
CONTACT PERSON Jim Pacanowski  
PROJECT NAME Harvester Park, Oak Grove Park, Whittaker Park, Palisades Park  
YEAR OF PROJECT 2010-2015
  
3. ORGANIZATION Bloomingtondale Park District  
ADDRESS 172 S Circle Ave, Bloomingtondale, IL 60108  
PHONE NUMBER 630.529.3650  
CONTACT PERSON Joe Potts  
PROJECT NAME Seasons 4 Park  
YEAR OF PROJECT 2014

## INSURANCE REQUIREMENTS

### WORKERS COMPENSATION & EMPLOYER LIABILITY

\$500,000 – Each Accident  
\$500,000 – Policy Limit  
\$500,000 – Each Employee  
Waiver of Subrogation in favor of the Village of Orland Park

### AUTOMOBILE LIABILITY

\$1,000,000 – Combined Single Limit  
Additional Insured Endorsement in favor of the Village of Orland Park

### GENERAL LIABILITY (Occurrence basis)

\$1,000,000 – Each Occurrence  
\$2,000,000 – General Aggregate Limit  
\$1,000,000 – Personal & Advertising Injury  
\$2,000,000 – Products/Completed Operations Aggregate  
Additional Insured Endorsement & Waiver of Subrogation in favor of the Village of Orland Park

### EXCESS LIABILITY (Umbrella-Follow Form Policy)

\$2,000,000 – Each Occurrence  
\$2,000,000 – Aggregate  
**EXCESS MUST COVER:** General Liability, Automobile Liability, Workers Compensation

### PROFESSIONAL LIABILITY

\$1,000,000 Limit -Claims Made Form, Indicate Retroactive Date & Deductible

Any insurance policies providing the coverages required of the Contractor, excluding Professional Liability, shall be specifically endorsed to identify ***"The Village of Orland Park, and their respective officers, trustees, directors, employees and agents as Additional Insureds on a primary/non-contributory basis with respect to all claims arising out of operations by or on behalf of the named insured."*** If the named insureds have other applicable insurance coverage, that coverage shall be deemed to be on an excess or contingent basis. The policies shall also contain a Waiver of Subrogation in favor of the Additional Insureds in regards to General Liability and Workers Compensation coverage's. The certificate of insurance shall also state this information on its face. Any insurance company providing coverage must hold an A VII rating according to Best's Key Rating Guide. Permitting the contractor, or any subcontractor, to proceed with any work prior to our receipt of the foregoing certificate and endorsement however, shall not be a waiver of the contractor's obligation to provide all of the above insurance.

The Proposer agrees that if selected as Contractor, within ten days after the date of notice of the award of the contract and prior to the commencement of any work, you will furnish evidence of Insurance coverage providing for at minimum the coverages and limits described above directly to the Village of Orland Park, Denise Domalewski, Contract Administrator, 14700 S. Ravinia Avenue, Orland Park, IL 60462. Failure to provide this evidence in the time frame specified and prior to beginning of work may result in the termination of the Village's relationship with the selected Proposer.

ACCEPTED & AGREED THIS 23 DAY OF March, 2015

Signature

John M. Vann

Printed Name & Title

Authorized to execute agreements for:

LandTech Design, Ltd.

Name of Company

FORMS TO BE E-MAILED  
FROM CARRIERS



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/10/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  <b>State Farm Insurance</b> 19055 W Grand Ave Lake Villa, IL 60040 Matt Martinez, Agent	<b>CONTACT</b> State Farm Insurance <b>PHONE</b> (847) 358-0030 <b>FAX</b> (847) 358-0000 <b>EMAIL</b> mmatz@myneighborhood.com <b>ADDRESS</b> 19055 W Grand Ave Lake Villa, IL 60040
<b>INSURED</b> John Morgan Vann DBA Land Tech 2930 Cherry Rd Oswego, IL 60543-9381	<b>INSURER A</b> State Farm Fire and Casualty Company <b>INSURER B</b> <b>INSURER C</b> <b>INSURER D</b> <b>INSURER E</b> <b>INSURER F</b>

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

AREA	TYPE OF INSURANCE	ADDITIONAL	POLICY NUMBER	POLICY EFF. DATE	POLICY EXP. DATE	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIM MADE <input type="checkbox"/> OCCUR	Y	91-BX-2093-3	01/24/2015	01/24/2016	EACH OCCURRENCE 1 2,000,000 DAMAGE TO RENTED PREMISES (EXCLUDED) 1 200,000 MED EXP (per person) 1 5,000 PERSONAL & ADVERTISING 1 2,000,000 GENERAL AGGREGATE 1 4,000,000 PRODUCTS - COMBINED AGG 1 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER					
	<b>MOTORVEHICLE LIABILITY</b> ANY AUTO ALL OWNED AUTOS HIRE/LEASED AUTOS					COMBINED SINGLE LIMIT 1 BODILY INJURY (per person) 1 BODILY INJURY (per accident) 1 PROPERTY DAMAGE (per accident) 1
	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-SCHEDULED AUTOS					
	<b>UMBRELLA LIABILITY</b> EXCESS LIABILITY CLAIM MADE					EACH OCCURRENCE 1 AGGREGATE 1
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIM MADE					
	<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MENTOR EXCLUDED? (Mandatory in NH) IF YES, describe under "ADDITIONAL INFORMATION"	Y/N	N/A			EL EACH ACCIDENT 1 EL EMPLOYEE - EACH EMPLOYEE 1 EL EMPLOYEE - POLICY LIMIT 1

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

As Additional Insured

Village of Orland Park  
14700 S Ravinia Avenue  
Orland Park, IL 60462

## CERTIFICATE HOLDER

Village of Orland Park  
14700 S Ravinia Avenue  
Orland Park, IL 60462

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/5/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Keller Lowry Insurance 1777 S Harrison St #700  Denver CO 80210		<b>CONTACT NAME:</b> Teresa Heupel <b>PHONE (A/C, No, Ext):</b> (303) 756-9909 <b>FAX (A/C, No):</b> (303) 756-8818 <b>E-MAIL ADDRESS:</b> icanhelp@kellerlowry.com	
<b>INSURED</b> Landtech Landscape Architecture 2930 Cherry Road  Oswego IL 60543		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Darwin Select Ins Co <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** 15-16 E&O **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input type="checkbox"/> <b>RETENTION \$</b>						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below <input type="checkbox"/> Y/N <input type="checkbox"/> N/A						WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
<b>A</b>	<b>PROFESSIONAL LIABILITY</b>			0305-3034	1/31/2015	1/31/2016	PER AGGREGATE / CLAIM \$1,000,000 DED \$5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

Village of Orland Park  
14700 S. Ravinia Ave.  
Orland Park, IL 60462

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

T Sibelius CIC CRM/TM

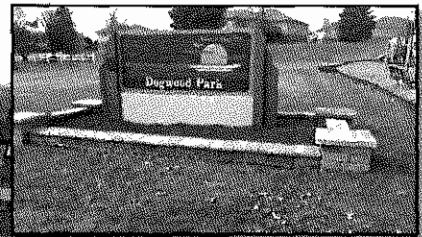
— ORIGINAL —



## **VILLAGE OF ORLAND PARK** **PROPOSAL for PARK PLANNING AND DESIGN**

**Dogwood Park**

March 26, 2015



 **LandTech**  
**Design, Ltd.**

2930 Cherry Road  
Oswego, IL 60543

Ph. 630.554.9984  
Fax 630.206.1484

e-mail: [info@landtechdesign.net](mailto:info@landtechdesign.net)

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- ANTICIPATED PROJECT SCOPE AND WORK PLAN
- FEE STRUCTURE
- ANTICIPATED PROJECT SCHEDULE
- FIRM QUALIFICATIONS & RELEVANT PROJECT EXPERIENCE
- PROFESSIONAL RESUMES
- REQUIRED FORMS
- PROJECT HIGHLIGHTS

### PROJECT TEAM

**LandTech Design, Ltd.**

John M. Vann, PLA

Stephen Lekan

Project Manager, Landscape Architect

Landscape Architect





2930 Cherry Road  
Oswego, IL. 60543  
Email: info@landtechdesign.net

630.554.9984  
fax 630.206.1484

March 26, 2015

Mr. Frank Stec  
Village of Orland Park  
14700 Ravinia Ave.  
Orland Park, Illinois 60462

**Park Design RFP for the Dogwood Park - Village of Orland Park**

Dear Mr. Stec,

I am pleased present this Proposal to the Village of Orland Park for the re-design of Dogwood Park. We are very enthusiastic in participating in your project - park and recreation areas are possibly the most compelling and rewarding projects landscape architects can undertake. As a small design firm, LandTech Design is able to offer our direct expertise, putting the most talented and innovative personnel on your project.

LandTech is a licensed Landscape Architecture firm in Illinois, providing design services such as park master planning, construction specification, and grant preparation assistance. Your contact is John Vann, who will also serve as the project manager. Mr. Vann has over 30 years of hands-on experience from both design and maintenance viewpoints, and from working in the public sector. LandTech develops creative solutions to design, while controlling impacts on long-term maintenance. We strive to keep development and professional costs in control, while constantly looking out for alternatives and cost-value engineering.

I look forward to further discussions on your project.

Best Regards,

A handwritten signature in black ink, appearing to read "John M. Vann".

John M. Vann, RLA  
Principal

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## PROJECT UNDERSTANDING AND APPROACH

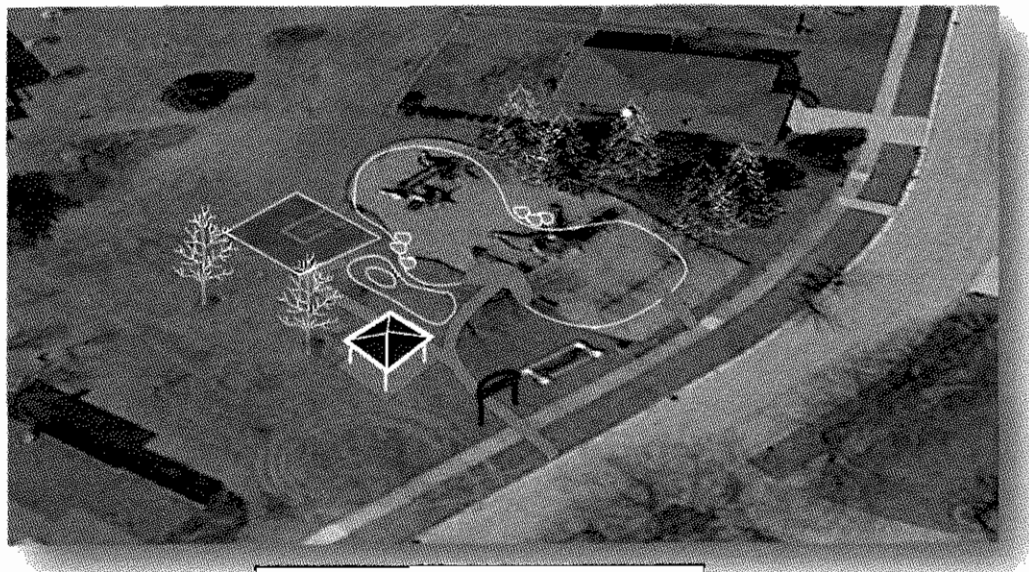
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It is the intent of the project team to analyze the preliminary site plan, and make suggestions to insure accomplishment of that goal. We will start with site evaluations and data research, stakeholder meeting, and then determine jurisdictional concerns. Once the design program is verified, we will list all components necessary to achieve the plan.

Once the design process is underway, it will be important to bring both public and staff into the fold. We understand the Recreation Department has put much thought into the quantity and size of the required amenities. To insure we garner public support, we will suggest to Community Design Workshops during the process. We propose having an early meeting to bring out community desires and opinions on the park. A second meeting may be held, at the Villages' discretion, to review concept drawings and sketches with the public to validate that the design team has met the desired program.

### CONCEPTUAL THOUGHTS ON DESIGN

1. Access to all improvements; benches, playground entrance
2. New boundary system for playground
3. Add shelter for neighborhood gathering space, shade
4. Create landscape enhancements for aesthetics and play value (boulder outcroppings)
5. Introduce a unique piece(s) of play equipment to spark interest
6. Re-work park name sign into a gateway feature, perhaps with new portal
7. Use excavated material on-site to reduce costs, landfill fees
8. Re-color basketball half court; add bench for viewing
9. Add Bike Rack
10. Better utilize turf open space for recreation
11. Renovate / Locate New Park Sign



CONCEPT ILLUSTRATION

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## ANTICIPATED PROJECT SCOPE & WORK PLAN

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### TASK 1 - Research - Data Gathering and Review

- A. Hold a kick-off meeting with staff to determine responsibilities, appropriate review schedules and contacts, stakeholders, and other information pertinent to the master planning of the sites
- B. Include maintenance representatives in staff meeting to help identify any concerns.
- C. Establish a preliminary design program and consideration list
- D. Existing and Adjacent Facilities Evaluations
- E. Project budget, inclusive of all costs, is \$ 225,000.00
- F. Determine Regulatory Environment
  - Local, County, and State Codes
  - ADA and Illinois Accessibility Codes for all improvements
  - Village of Orland Park General Plan and Zoning Ordinances
- G. Define and Review Site Factors including Survey and Mapping:

The Village will provide topographic mapping of the areas for the work. We will create base maps for data and site analysis. These maps will facilitate design activities.

- Pedestrian circulation, view corridors, visual character, boundaries, setbacks, topography, landscaping, views, climate, and area utilities, existing conditions and boundary survey
- Condition of existing features, including basketball court and goal; park name sign, benches, trash cans.

#### H. Site Visits and Site Analysis

The Team will analyze the site and surrounding areas for physical constraints and opportunities that could be a factor in the proper location, definition, and configuration of new or enhanced facilities. Conceptual design studies will be executed interactively with the programming effort to test the emerging development program and possible response to site opportunities and constraints.

#### I. Items NOT included in this Task:

- Storm drainage, Drainage tile survey and soil borings

#### J. Deliverables/Products:

- 1 initial project meeting, minutes, and notes from meeting discussion.
- Site visit notes and memos
- Base mapping

## **TASK 2 - Preliminary Design Development Phase – Initial Public meeting**

- A. Development of site design concepts including new play equipment, landscape and accessibility enhancements, drainage, and other site amenities as generated from the kickoff meeting.
- B. The design team will hold an initial public meeting for each site. The first meeting will allow for discussions and imagery to insure the residents and users input is considered. Any material and documents shall be organized to allow participants to participate and understand program ideas. Facilitation of this event will be undertaken directly by the design team. To validate the goals and expectations of this project, it is important that the design team hear the community's comments and concerns. The intent is to clarify and confirm the original design intents of the Village. We allow for new ideas and areas of concern to emerge during the Workshop.
- C. The preliminary development program will include initial criteria for the various project components. It may quantify the assumptions, premises, preliminary findings, and recommendations for inclusion in the study plan. In addition, the project budget will be monitored and evaluated relative to the site characteristics, client goals and economic feasibility to ensure the emerging program takes full advantage of the site potential.
- D. Items included in this Task:
  - Initial meeting with public
  - Follow up meeting with staff to confirm design program. Include maintenance representatives in staff meeting to help identify any concerns.
  - Development of conceptual plans demonstrating proposed phases of construction and associated phased preliminary cost estimates for the sports complex based upon initial project meetings.
- E. Deliverables/Products:
  - Minimum 2 conceptual sketches accompanied with associated phased preliminary cost estimates and 1 project meeting, minutes and notes from meeting discussion.

## **Task 3 - Design Development Phase**

- A. Development of preliminary site plan including materials and geometric alignments for the playgrounds and other desired site amenities based on input from initial public and staff meetings.
- B. Preparation of cost opinions for the development.
- C. With approval from the Village, the design team may hold a second public meeting for the site. This meeting will expand and review results of the first meeting and staff comments. The goal of this meeting is to affirm the design concept and allow us to move into final design and bidding.
- D. Preparation of a Preliminary Playground Layout for presentation at a neighborhood meeting, including mounting on a rigid display board.
- E. LandTech will assist in the development of storm water and utility plans, and application for permits in conjunction with retained engineering consultants (if required).
- F. Items NOT included in this proposal:
  - Required site engineering as may be needed to fulfill Village development requirements for storm water or utility hook-up. LandTech will coordinate and suggest Civil engineers for the project if necessary.

- Professional contract with an architect for design of structures requiring a professional architect's stamp from the Village.

#### **Task 4 - Construction Document Phase**

- Preparation of construction documents and final plans for all amenities as determined in the project scope.
- Coordination with Village on the bid process and documentation.
- Preparation of Final Cost opinions for the development and preparation of Bid Forms.
- 2 sets of approved final plans and project manuals shall be delivered to the Village.
- Attendance at Bid Opening, Tabulation of Bids, and recommendation of contractors.
- All plans shall adhere to ADA requirements, and local and federal codes for erosion control and site development.

#### **Task 5 - Construction Observation Phase (Optional)**

- Pre-construction meeting with the Village and contractor(s).
- On-site construction and observation shall be conducted by the design team a minimum of once weekly during construction or as construction progress dictates.
- The Village will be performing, at its discretion, site inspections and observations at any time.
- Review payout requests and make recommendations – the Village must make all final approvals and payouts.
- Prepare, in conjunction with any other consultants, final reviews and punch lists of work to be completed or corrected upon substantial completion of the project.
- Field check the project upon completion to verify that all items have been repaired or completed to the Village's satisfaction.

## DOGWOOD PARK

### FEE STRUCTURE: (Lump Sum)

Task 1	\$ 750.00
Task 2	\$ 2,250.00
Task 3	\$ 1,000.00
Task 4	\$ 500.00
TOTAL	\$ 4,500.00

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### Additional for Site Observations (Estimated based on hourly basis)

Dogwood Park – Task 5 Observations	\$ 1,250.00
------------------------------------	-------------

### TERMS and CONDITIONS:

- A. LandTech will perform all required documentation and insurance requirements per the RFP.
- B. LandTech shall be named as an additional insured on all insurance policies for construction during the life of the Project.
- C. LandTech will have no duty or responsibility for the discovery, determination, location, presence, handling, removal, disposal, or exposure of anyone or anything to hazardous materials or soils at the Project site(s), including, but not limited to asbestos, polychlorinated biphenyl or any other substances, whether now or later considered to be toxic.
- D. No other reimbursable expenses will be incurred by LandTech outside the scope of this contract, such as testing, soil boring, property surveying, and use of specialized consultants, without written authorization from the Village.
- E. LandTech agrees to cooperate fully with any consultant, supervisor, or superintendent retained by the Village on the project.
- F. Progress payments shall be made to LandTech based upon progress billing for completed work, of not more than 30 days after invoice for all phases of the work.
- G. This contract between the Village and Landscape Architect shall be subject to all requirements of the Standard Village contract, and the public laws and statutes of the State of Illinois where not addressed above.

## FEE RATES

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### HOURLY RATES:

<i>Staff Category</i>	<i>Village of Orland Park Hourly Rate</i>
Landscape Architect	\$ 125.00
Site Observations	\$ 100.00
Landscape Draftsman	\$75.00

## DIRECT COSTS

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Direct Costs are included in the Fee proposals with (0%) percent mark up.

### **REIMBURSABLES:**

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In addition to fees for Basic Services, LandTech will be compensated for the following customary out of pocket expenses:

**Mailing and Misc. Printing Fees are included in the Fee proposals.**

**Mileage is included in the Fee Proposals.**

ADDITIONAL Services will include any changes or modifications to the work requested by the owner subsequent to approved completion of the Design or Master Plan, also any additional color renderings, prints, or other services not specifically addressed in the scope of services for the project.

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## ANTICIPATED PROJECT SCHEDULE:

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All members of the design team have reviewed our volume of current and anticipated workload. We hereby certify that our project team has adequate resources to provide the Village of Orland Park with a continuous, high level of service throughout the duration of this assignment period. As stated within the RFP, our team will:

- Submit deliverables on or before the time outlined in the established project schedule.
- Return all phone calls from the Village within four hours.
- Final schedule to be determined at the initial meeting

<b>TASK 1</b>	
Late March 2012	Kick-off meeting with staff and Team , research available materials, artifacts and plans; site visits; topography; base maps.
<b>TASK 2</b>	
Mid April	Preliminary designs; meet with Staff to discuss design concepts and program
Late April	Public meeting
<b>TASK 3</b>	
Mid May	Final Design Plan; final staff review
<b>TASK 4</b>	
June 15, 2015	Final plans and bid specifications; Public bidding
June 30, 2015	Award bids for work; order play equipment and other amenities
<b>TASK 5</b>	
August – September, or later	Project construction when school is in session



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## FIRM QUALIFICATIONS & RELEVANT PROJECT EXPERIENCE

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### LOCATION and STAFFING:

The principal design office of LandTech is located in Oswego, approximately 40 minutes from Orland Park. LandTech also has a new, second office in Springfield.

The project manager for the entire project team will be John Vann, principal of LandTech (see-attached credentials). John has been involved with public landscape design, creating useful and practical public spaces for over 30 years. John will oversee progress and coordination of the site design and client contact.

Other staff will consist of office and technical drafting professionals as required throughout the project.

Landscape Architects: John M. Vann, Registered L.A.; 28 years public exp.  
Stephen Lekan, Landscape Architect  
Grant Casleton, Registered L. A.; 35 years public exp. (contract basis)

### TECHNICAL CAPABILITIES:

- AutoCAD 2013
- Color plotting in sizes up to 36" x unlimited width
- Use of PDF files for exhibits, communication and file transfer
- Microsoft Word, Excel, and PowerPoint
- Canvas 16 Graphic illustrations and computer imaging
- Sketchup

### QUALIFICATIONS / SCOPE OF SERVICES AVAILABLE:

- A. Preparation of Park and Recreation Comprehensive Plans that address community needs, existing facilities and structures, demographic information and trends, and potential design solutions and guidelines.
- B. Graphic Displays - LandTech can prepare Master Plans and other site plans into color rendered format, including mounting and laminating on a rigid display boards. Tools include AutoCAD 2013, Canvas, Microsoft Office products, color plotting, and digital photography.
- C. Turnkey Grant Application - LandTech has many years of experience in producing successful grant applications for land acquisition and development. LandTech can assist the Village in the site design

and text preparation of such grants. These programs can help maximize the available capital funds of the Village and support resident confidence in fiscal responsibility.

- D. Park and facility landscape plans that create healthy environments in which to work, learn, and play. Design projects have included playgrounds, athletic fields, site grading, parking and trails, shelters and picnic areas.
- E. Open Space planning and subdivision review – LandTech works in conjunction with committee members and interested parties to determine best overall practices regarding land acquisition and open space development.
- F. LandTech can serve to help predict capital project spending and cost evaluations for maintenance and capital spending departments. LandTech will evaluate park facilities, playgrounds, and provide detailed analysis of findings for long-term management solutions.
- G. Worked on plan concepts for the outdoor circulation plans in a variety of scale and complexity
- H. Apply knowledge of prairie plants and natives to the project, enhancing transitions from the surrounding areas of the block, the vehicular impressions, and promoting positive interaction with pedestrian users
- I. A desire to seize site and creative opportunities promoting personal interaction, and enjoyment of the educational environment while maintaining safety to both user and improvements
- J. Design with consideration of long-term maintenance and costs in mind. LandTech's experience with public maintenance planning and costs is a positive asset when designing for sustainability and ecologic friendliness.

## LANDTECH MAJOR PROJECT LIST

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### BURR RIDGE PARK DISTRICT

Jim Pacanowski, Director (630) 920-1969

- **Harvester Park**

Review and subsequent redesign of a large community park, including ballfields, a \$ 400,000.00 interactive, nature based playground for various ages, circulation routes, athletic courts, and building locations; successful OSLAD grant application for playground and sports facilities, \$ 400,000.00. Master Planning included diagrams and park standards, existing facility evaluations, and recommended site enhancements; \$ 400,000 OSLAD Grant and design for Harvester Outdoor Natural Education Area,

- **Stevens Park**

Renovation plans for a neighborhood Park. Conducted public design meetings for neighborhood involvement. Improvements consisted of renovated parking and tennis, a Zip Line, new nature playground, landscaping, and small picnic shelter. \$ 400,000.00

- **Citizens Park**

LandTech provided improvement plans for a new neighborhood park, and a successful OSLAD Grant application. Park was designed through a series of facilitated meetings with the local neighbors. Improvements consisted of a small skate park area, new family picnic shelter, playground, new parking lot, and ballfield improvements.

- **Oak Grove Park**

LandTech provided development plans for a passive park including walking trail, native educational signage, accessible washroom, family shelter, and tot lot. - \$ 350,000.

### OAK LAWN PARK DISTRICT

Ms. Maddie Kelly, Director (708-857-2225)

- **Outdoor Recreation Master Plan**

Preparation of an outdoor recreation master plan for the district. LandTech analyzed existing facilities, facilitated public input process in conjunction with the University of Illinois. Completed plan enabled the district to become nationally accredited.

- **Sullivan Park**

Preparation of new neighborhood park Master Plan and OSLAD application. Facilitated public meetings and design charrette. Design consisted of an adventure playground, picnic shelter, 'Skate Spot', small Splash Pad, and landscaping - \$ 350,000.

- **Memorial Park Renovation**

Preparation of Master Plan for a successful OSLAD development application. Coordinated all public meetings and design discussions with public for grant requirements. Design consists of a community adventure playground, family picnic shelters, new washrooms, community spray pad and decorative water feature, renovated tennis and basketball courts – \$ 1.3 million. Park construction in 2014.

- **Centennial Park PARC grants**

LandTech prepared and developed design plans and facilitated public meetings for two successful applications. The Pavilion Expansion is a + \$ 4 million addition and renovation to the existing fitness center + outdoor playground and shelter. The Pool Renovation adds a Splash Pad to pool house renovations - \$ 850,000. Facilities are being designed in conjunction with PHN Architects, for construction 2013-2014.

- **Worthbrook Park Renovation**

LandTech prepared and developed design plans and facilitated public meetings for a successful OSLAD application. Design consists of a community adventure playground, family picnic shelter, new skatepark, small spray pad, renovated ballfields and basketball courts. Slated for construction 2014-2015.

#### **GLEN ELLYN PARK DISTRICT**

Mr. Dave Scarmardo, Supt. of Parks (630) 858-2462

- **Stacy Park Renovation**

Preparation of Master Plan and contract documents for the renovation of Stacy Park, consisting of a playground, shelter, small parking lot, storm water basin, basketball / neighborhood skating area, and landscaping

- **Churchill Park (Phase 2 and 3)**

Phase 2 Project manager for an OSLAD development project - revised master plan, and construction documents for a wetland / natural area / educational center including trails, boardwalk, shelter, parking lot, educational signage, landscape and natural area enhancements - \$ 850,000. Currently working to provide storm water and sustainable design concepts to a new \$ 800,000 development of an Education Building, forested wetland trails and bridge, a low-ropes course, and educational opportunities at the trail side.

- **Maryknoll Park**

Preparation of Miniature Golf Course landscape Plan; Site Master Plan and successful OSLAD development application consisting of a community adventure playground, family picnic shelter and washrooms, bocce courts, platform tennis courts, and themed community spray park – \$ 1.3 million

- **Village Green Park**

Site Master Plan and successful OSLAD development application consisting of 3 new ballfields (1 lighted); a community adventure playground, family picnic shelter with concession stand and washrooms, 2 tennis courts, 1 basketball court, pathways, and picnic shelters - \$ 1.75 million

#### **COMMUNITY PARK DISTRICT**

Mr. Roy Cripe, Director (708) -354-4580

- **Outdoor Recreation Master plan**

Creation of Outdoor Recreation Master Plan - responsible for facilitating public meetings, site assessment, and guiding capital budgeting plans

- **Memorial Park Renovation**

Preparation of Master Plan for a successful OSLAD development application. Coordinated all public meetings and design discussions with public for grant requirements. Design consists of a community adventure playground, family picnic shelters, new washrooms, community spray pad and ADA accommodations – \$ 800K. Park construction in 2013.

#### **BENSENVILLE PARK DISTRICT (630-766-7015)**

- **Breiter-Palm Park**

Preparation of Preliminary Site designs and submittals for Grant acquisition and development; design development and construction plans for park construction – total value approximately \$ 1,000,000. Park includes restored wetlands and prairie; interpretive center and playground, shelters, paths, and parking.

- **DiOrio Park; Sunset and Pines Parks**

Preparation of development plans and specifications, site observations for neighborhood parks.

– **Spray Pad**

LandTech prepared and obtained an OSLAD construction grant to renovate an existing miniature golf area, converting it to a new spray pad that can be used spring through fall. Completed in 2013, the facility is heavily used for parties and outings. - \$ 750,000.

**PARTIAL CLIENT LISTING**

PARK DISTRICTS / MUNICIPAL

OAK LAWN PARK DISTRICT  
BURR RIDGE PARK DISTRICT  
COMMUNITY PARK DISTRICT OF LAGRANGE PARK  
CRETE PARK DISTRICT  
BENSENVILLE PARK DISTRICT  
BLOOMINGDALE PARK DISTRICT  
OSWEGOLAND PARK DISTRICT  
MCCOOK PARK DISTRICT  
FRANKFORT SQUARE PARK DISTRICT  
VILLAGE OF STICKNEY  
ELMHURST COLLEGE – WOMEN’S SOFTBALL  
BENET ACADEMY – VARSITY BALLFIELDS  
LOCKPORT TOWNSHIP HIGH SCHOOL -SOCCER  
MORTON HIGH SCHOOL DISTRICT - FOOTBALL  
OAK PARK ELEM. SCHOOL DISTRICT 97  
FOX VALLEY PARK DISTRICT

OAK LAWN PARK DISTRICT  
LEMONT PARK DISTRICT  
VILLAGE OF HINCKLEY  
AURORA UNIVERSITY  
VILLAGE OF PLAINFIELD  
OTTAWA TOWNSHIP HIGH SCHOOL  
TOLUCA PARK DISTRICT  
OSWEGO EAST HIGH SCHOOL ATHLETIC FIELDS  
SUMMIT JR. HIGH ATHLETIC COMPLEX  
JOLIET PARK DISTRICT  
NORTHERN ILLINOIS UNIVERSITY  
SANDWICH PARK DISTRICT  
PRIVATE  
ENGINEERING RESOURCE ASSOCIATES  
ENGINEERING ENTERPRISES INCORPORATED  
CORDOGAN – CLARK ARCHITECTS  
UNITED INSULATED STRUCTURES



**JOHN M. VANN**  
**PRINCIPAL**



## **PROFESSIONAL EXPERIENCE**

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### **LandTech Design Ltd.**

#### **9/2001 – Present**

- Owner / Principal of Landscape Architecture firm specializing in park and recreation projects, municipal projects, site design, and commercial landscape planning
- Achieved over \$ 18 million in grant funds for public clients in the OSLAD and PARC grant programs from Illinois Department of Natural Resources
- Skilled in graphic and personal presentation, utilizing PowerPoint and other graphic programs to convey programmatic ideas, engage meaningful dialogue, and win public confidence
- Assembled a 'Standard for Park Development', used by clients to insure donated and dedicated land will meet important infrastructure and site requirements, thereby reducing capital requirements

### **Plainfield Township Park District, Plainfield IL. 60544**

#### **1996 - 2001**

- Assistant Director for Parks and Planning in a township district experiencing growth rates averaging 15% annually, including 700 acres and 27 parks.
- Planning liaison to Village of Plainfield, City of Joliet, Will County Forest Preserve and the Virgil Gilman Trail Extension consortium
- Land planning and acquisition duties – negotiated land/cash ordinances with development companies for the betterment of neighborhood and community livability
- Development of bicycle and trail plans for the DuPage River Trail, local streets, and local community parks
- Administer and provide application materials for all potential grant programs – State and Federal
- Administrator for Parks Maintenance Department, including methods and standards for outdoor maintenance; training programs; and equipment purchasing

### **Westmont Park District, Westmont, IL. 60559**

#### **1984-1996**

- Directed park design and contracting efforts for a population of 28,000 and 19 parks.
- Superintendent of Parks and Planning; administered capital and maintenance budgets, and 6 field personnel.
- Created and administered Park Patrol program for park safety and observation
- Design and Construction management of a high-end ballfield that was featured in the movie "Rookie of the Year".



## EDUCATION

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- Bachelor's Degree in Landscape Architecture, Honors, University of Illinois at Urbana-Champaign
- Proficiencies - AutoCAD , Canvas (Illustrator), Microsoft Office products, Acrobat, Sketchup, and digital photography.

## AFFILIATIONS and AWARDS

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- Registered Landscape Architect – Illinois # 157-000497
- Chairman and Editor, Outdoor Electrical Safety Project, IPRA -PNRMS. Creation and publication of a nationally distributed installation and maintenance manual on Sportslighting for the park professional, Safety Guidelines for Outdoor Sportslighting,
- Co-Author, A Guide to Playground Planning, Illinois Department of Conservation
- Life Saving Award – Village of Westmont
- Co-chairman of Park Management Institute – a 3 day intensive and interactive management program for up and coming park managers and management professionals
- Park Professional of the Year, IPRA - PNRMS
- Charter President – Oswego Rotary Club 2002-2005



## STEPHEN LEKAN

### LANDSCAPE ARCHITECT



#### PROFESSIONAL EXPERIENCE

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##### LandTech Design Ltd.

###### 2012 – Present

- Develop bid document packages for local municipalities. Projects concentrate on playgrounds, memorials and conservation and educational parks
- Perform thorough on-site analyses before design phase to gather critical information for bid drawings
- Write and edit specifications unique to each project

##### Fawn Co., Frankfort, IL. 60423

###### 2009 - Present

- Designed and sold \$700,000 in work for private and commercial projects since April 2009
- Work with local municipalities for designing and renovating parks
- Introduced AutoCAD and SketchUp into the office for preparing professional looking drawings at a significantly faster means than hand drawing
- Worked with consulting engineers and IDOT on eminent domain issues

##### 3D Design Studio, Grayslake, IL. 60030

###### 2006-2009

- Designed, developed and oversaw construction for projects from \$20K to \$4M. Was consistently under budget by as much as 10%
- Worked primarily with municipalities and government agencies in designing and developing bidding and construction documents for streetscapes, playgrounds, recreational facilities and sports fields
- Assisted in developing park master plans for municipalities in Illinois including Bloomington and Lincolnwood
- Experienced in preparing and presenting conceptual designs at public board meetings
- Introduced Photoshop as an alternative means of rendering plans in a timely fashion

#### EDUCATION

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- Bachelor's Degree in Landscape Architecture, Honors, University of Illinois at Urbana-Champaign
- Proficiencies – AutoCAD, Adobe Creative Suite, Microsoft Office, SketchUp and Google Earth





# Project Highlights

## HARVESTER PARK ADVENTURE PLAYGROUND

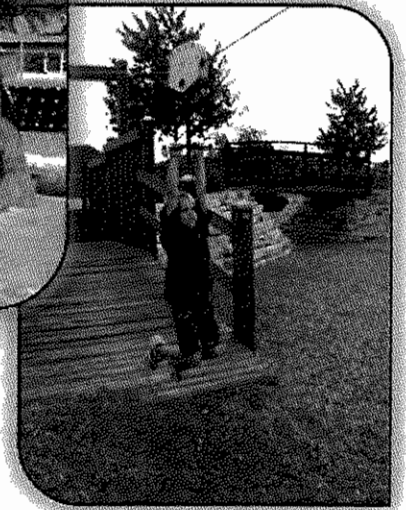
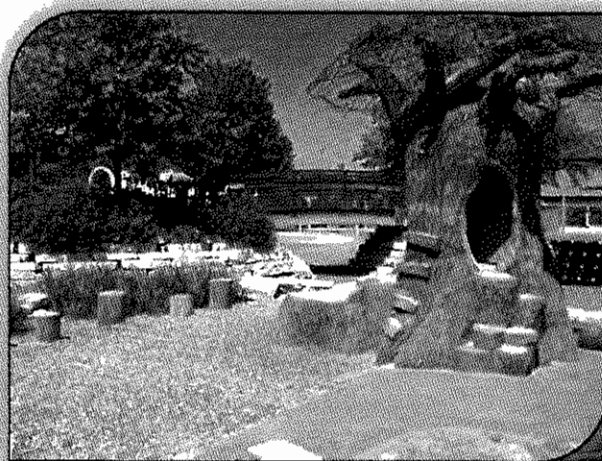
### Client:

Burr Ridge Park District

### Status:

Completed fall 2013

Total cost - \$ 400,000



### Project Description:

Harvester Park has been a continuing project for LandTech. Starting in 2000, LandTech obtained an OSLAD grant to help fund the installation of a new community playground and athletic courts. In 2007, LandTech obtained a second grant that is allowing the development of an educational resource center in 40 acres of wetlands. The completed environment has trails, interactive signage and storytelling; a fishing pier; a floating observation dock, and a shelter to be used for educational programs. In 2013 began renovation / improvements to the community playground. The design concept was to enhance play by introduction of interactive materials, such as sand, water channels, and natural elements.



2930 Cherry Road  
Oswego, IL 60543  
e-mail: info@landtechdesign.net  
Ph. 630.554.9984  
Fax 630.206.1484

# Project Highlights

## OAK GROVE PARK

### Client:

Burr Ridge Park District

### Status:

Completed fall 2011

Total cost - \$ 250,000



### Project Description:

Oak Grove is an old stand of native oaks that serves as a passive area for the District. Looking to encourage additional use and appreciation of the park from nearby professional and residential users, the District and LandTech developed a plan for a custom pre-fab shelter, a composting washroom, and a small nature based play area – all connected by a nature trail and enhanced native plantings.



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e-mail: [info@landtechdesign.net](mailto:info@landtechdesign.net)

# Project Highlights

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## MEMORIAL PARK

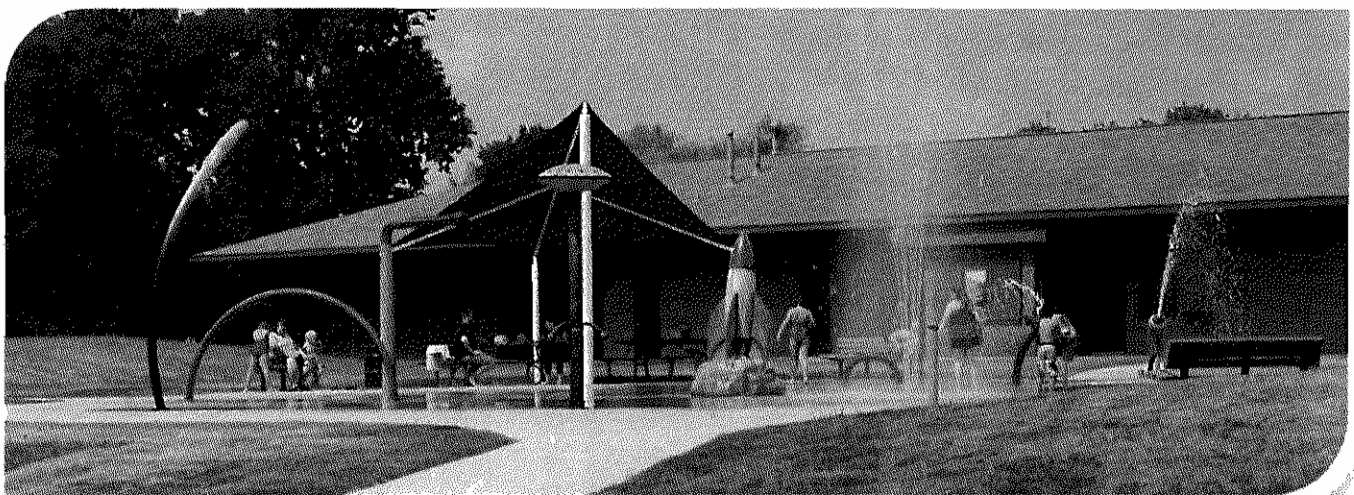
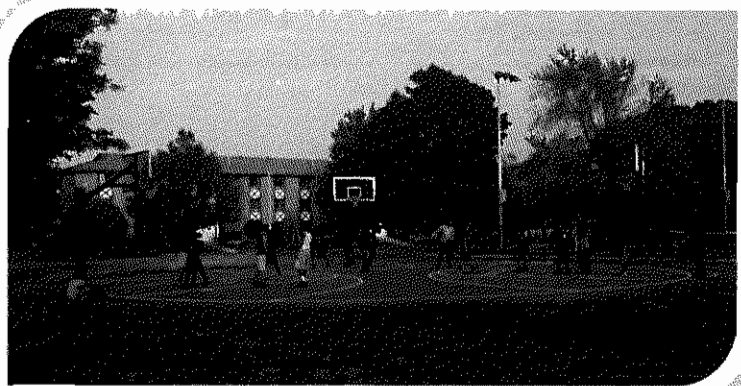
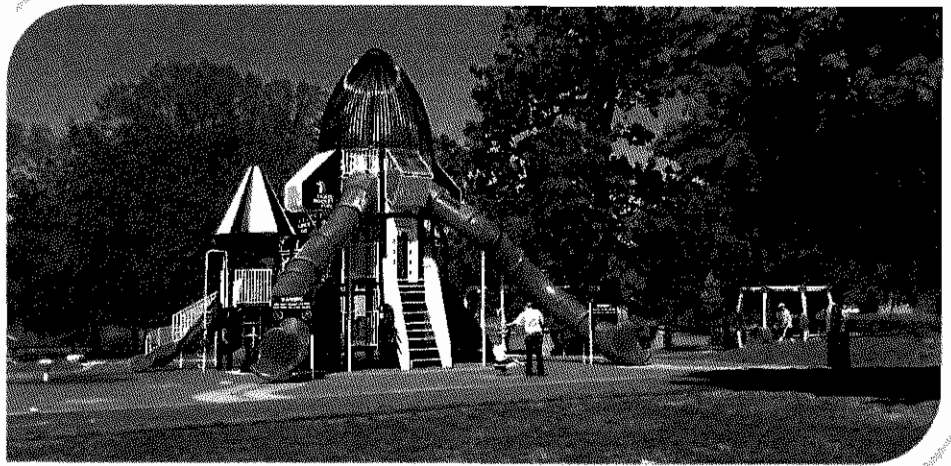
**Client:** Oak Lawn Park District

**Status:** Completed 2014.

**Cost:** 1.4 Million

### Project Description:

The Park District came to LandTech for experienced help in rehabilitating a long standing community park. For years the district had been band-aiding the park, with no firm goals or direction. Residents no longer came to the park, giving it up to teens and outsiders. LandTech met with local residents and townspeople, and prepared documents that identified shortcomings, and suggestions for park enhancement and security, such as eliminating full court basketball. The plan was submitted for a successful OSLAD grant, and has completely rejuvenated the local area and brought families back into the park.



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# Project Highlights

## Sullivan Park

**Client:** Oak Lawn Park District

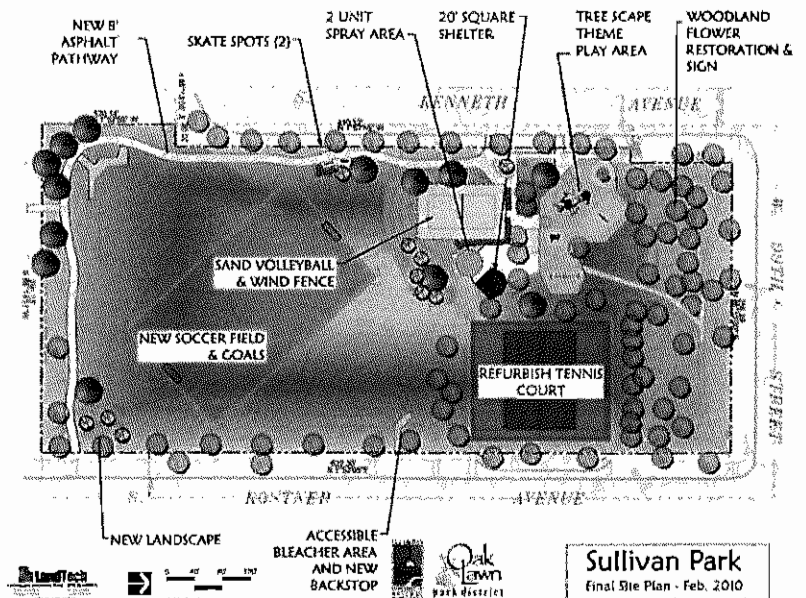
**Status:** Completed summer 2009

**Construction Budget:** \$ 350,000.



### Project Description:

LandTech was requested to redevelop an aging park for the southeast side of Oak Lawn. The opportunity to bring in new elements was affirmed through public meetings, and the Park District received a successful OSLAD matching grant. Improvements include a new neighborhood playground, perimeter walking path, small spray pad, picnic shelter, and renovated woodland flower habitat. The Park has been tremendously received and has triggered a new period of park re-investment for District.



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