

CLERK'S CONTRACT and AGREEMENT COVER PAGE

Legistar File ID#:

Innoprise Contract #: C14-0086

Year: 2014+

Amount:

Department: Finance/Development Services

Contract Type: Master Agreement

Contractors Name: TOA Architecture Urban Design

Contract Description: Professional Architectural Services Master Agreement
C14-0085 2014-0421 MST Master Plan \$12,600 + Expenses

MAYOR
Daniel J. McLaughlin
VILLAGE CLERK
John C. Mehalek
14700 S. Ravinia Ave.
Orland Park, IL 60462
(708) 403-6100
www.orlandpark.org



VILLAGE HALL

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Kathleen M. Fenton
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Patricia A. Gira
Carole Griffin Ruzich
Daniel T. Calandriello

October 1, 2014

Mr. Christopher Thomas, AIA
TOA Architecture Urban Design
1120 Grant Street
Evanston, Illinois 60201

RE: NOTICE TO PROCEED

- *Professional Architectural Services Master Agreement*
- *Main Street Triangle Redevelopment Master Plan*

Dear Mr. Thomas:

This notification is to inform you that the Village of Orland Park has received the necessary contracts and certification documents for the Professional Engineering Services Master Agreement. We are still in need of a current Certificate of Insurance which you indicated would be issued in October 2014. Please forward when available. When work is needed throughout the year, we will require a fully executed proposal in writing which will be attached to this contract as Exhibit A.

Each Exhibit A/Proposal to this Master Agreement will have a separate Purchase Order assigned when required which will be emailed/faxed to your company. 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 Master Agreement dated August 13, 2014 for Professional Architectural Services, as well as the signed proposal for the Main Street Triangle Redevelopment Master Plan in the amount of Twelve Thousand Six Hundred and No/100 (\$12,600.00) Dollars plus expenses. If you have any questions, please call me at 708-403-6173.

Sincerely,

Denise Domalewski
Contract Administrator

Encl:
cc: Karie Friling

MAYOR
Daniel J. McLaughlin

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August 13, 2014

Mr. Christopher L. Thomas
TOA Architecture Urban Design
1120 Grant Street
Evanston, Illinois 60201

RE: Master Agreement for Professional Architectural Services

Dear Mr. Thomas:

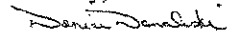
This notification is to inform you that on August 4, 2014, the Village of Orland Park Board of Trustees approved awarding TOA Architecture Urban Design the contract in accordance with the proposal you submitted dated June 13, 2014, for Main Street Redevelopment Master Planning Services for an amount of Twelve Thousand Six Hundred and No/100 (\$12,600.00) Dollars plus eligible expenses. For our Professional Engineering/Architectural Firms with whom we may have multiple projects each year, we request to have a Master Agreement on file along with all the certifications and insurance requirements. It will cover "all projects" with the Village. Each project during the year will require an executed (signed) proposal and separate Purchase Order which will be attached to the Master Agreement as an Exhibit/Addendum. This procedure should eliminate the need to sign the certifications for each project. We do request that a current certificate of insurance be issued to us upon renewal each year.

1. Enclosed are the Master Agreement and Professional Architectural Terms and Conditions. Please sign two (2) copies and return them both directly to me. I will obtain signatures to fully execute and date the Agreement and one original fully executed Agreement will be returned to you.
2. Also enclosed are the Certifications and Insurance Requirements. Please fill out the Certifications for "All projects with the Village of Orland Park" and return them directly to me.
3. Submit a Certificate of Insurance from your insurance company in accordance with all of the Insurance Requirements listed and agreed to 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. Please reference "All projects with the Village of Orland Park" in the description. You will be required to provide a current certificate of insurance if/when your insurance coverage changes or renews during the year.

Please deliver this information directly to me, Denise Domalewski, Contract Administrator, at Village Hall located at 14700 S. Ravinia Ave., Orland Park, IL 60462.

For each project that occurs within the year you will be issued a *Notice to Proceed* letter and a purchase order number once we have a fully executed proposal on file. If you have any questions, please do not hesitate to call me at 708-403-6173 or e-mail me at ddomalewski@orlandpark.org.

Sincerely,


Contract Administrator

June 13, 2014

Karie Friling
Director of Development Services
Village of Orland Park
14700 Ravinia Avenue
Orland Park, Illinois 60462

**Re: Orland Park Redevelopment Triangle
Master Planning Services**

Dear Ms. Friling:

Thank you for the opportunity to submit this proposal for Master Planning services for the Main Street Triangle Redevelopment. Thomas / O'Connor Associates (TOA) looks forward to the possibility of participating as a member of your planning and design team.

A. SCOPE OF SERVICES

We understand that the City of Orland Park and its Development Manager need to examine several development scenarios for the site bounded by La Grange Road, 143rd Street and South West Highway. Based on our understanding of the site and nature of the redevelopment, we propose to provide the following scope of services.

A.1 Master Planning, Programming and Concept Design Phase

Based on programmatic information provided by the Development Manager, TOA will produce three (3) contrasting planning schemes consisting of the following:

1. Site plans for each scheme, indicating
 - Programmatic components and areas
 - Parking Layout and Quantities
 - Street configuration and traffic flows
 - Public Open Space
2. Perspective Renderings of each scheme to indicate the general look and feel of the scheme.
3. We anticipate two meetings:
 - Initial meeting to establish program and goals
 - Final meeting to present planning schemes

B. SCHEDULE

Upon receipt of programmatic information, the Master Planning phase as outlined is estimated to take approximately six weeks

C. COMPENSATION

For the Scope of Services described in Section A and within the scheduled durations described in Section B, TOA will charge in accordance with the following:

1. \$2,000.00 Per site plan scheme
2. \$2,200.00 Per perspective rendering

C.2 *Our fees do not include the following Services or Consultants:*

Site Survey
Geotechnical Engineering
Existing Condition Survey
Environmental Impact Assessment
Traffic and Transportation Consultant
Parking Design Consultant

C.5 *Invoicing and Payment*

We will invoice monthly based upon a percentage completion of work by project component and by phase. We will modify the form and appearance of the invoice to suit the requirements of the Owner. Payment of invoices is due thirty (30) days after the receipt. Invoices that are outstanding beyond sixty (60) days from the date of the invoice will accrue interest at the prevailing Prime Rate plus 2% as recorded by the American National Bank and Trust Co. of Chicago.

D. SUPPLEMENTAL SERVICES

For supplemental services requested in addition to the scope of services defined above; for redesigning a component of the project as a result of a program revision initiated by the Owner or tenant/operator; or for "Changes" as defined above, TOA shall be reimbursed at our customary hourly billing rates as listed below to achieve the same level of completion and detail prior to the change.

Karie Friling
Professional Services Proposal
June 13, 2014
Page 3 of 3

Principal	\$175.00/hour
Project Architect	\$ 85.00/hour

These billing rates shall not be modified for one (1) year from the date of this agreement. Thereafter, the Architect shall be permitted to adjust the customary hourly billing rates not to exceed the lesser of the Architect's company-wide salary increases or eight percent (8%) per annum.

E. REIMBURSEMENT EXPENSES

In addition to the professional services fee quoted above, TOA will invoice for reimbursable expenses monthly based on 1.10 times the of cost (110%) for out-of-pocket expenses directly related to the project. These expenses typically include messenger service, reprographics, plotting, telecommunications, transportation, the preparation of marketing materials, US mail, overnight courier services and other similar expenses. These invoices will be issued separately from professional services invoices. Payment of reimbursable expenses invoices shall be due thirty (30) days after receipt.

If this proposal is acceptable as submitted please countersign two (2) copies and return them to us, we will countersign and return one copy to you for your records. Receipt of the countersigned proposal will serve as the Notice to Proceed, and we will start work as required to meet the project schedule.

We are looking forward to working with the City of Orland Park on this project.

Sincerely,
Thomas / O'Connor Associates, LLC



Christopher L. Thomas, AIA
Principal

Accepted by:

City of Orland Park



Owner's Authorized Representative

9/30/14

Date