



July 29, 2025

Mr. Ray Piattoni, CPRP  
Recreation and Parks Director  
Village of Orland Park  
14600 Ravinia Ave.  
Orland Park, Illinois 60462

**Evergreen Park – Master Planning and OSLAD Grant  
Professional Services Proposal**

Dear Mr. Piattoni:

Wight & Company (Wight) is pleased to submit this proposal to you and the Village of Orland Park (VOP) to provide master planning and OSLAD grant writing services for Evergreen Park located at 8610 141st. St. in Orland Park. This proposal includes:

UNDERSTANDING  
SCOPE OF SERVICES  
SCHEDULE  
COMPENSATION  
TERMS & CONDITIONS

**UNDERSTANDING**

We understand the VOP would like to develop a new park master plan to renovate the existing 29.4-acre Evergreen Park which currently includes a bike path (adjacent ComEd trail), playground, shelter, basketball and bocce ball court.

In order to develop the park master plan, we will first facilitate a project kick-off meeting with VOP staff to discuss the goals and objectives of the project and conduct an initial site investigation. We will then solicit input from staff and residents to determine the appropriate program strategy for the site, based on the Village's recreational needs. This key "consensus building" step will help establish the overall vision for the park and help guide the design team as we will develop conceptual options for the site to review with staff. Based on staff input, we will finalize the concepts and associated costs and then prepare the finalized master plan approach for review by the residents. We will then pursue additional funding through the Illinois Department of Natural Resources (IDNR) Open Space Land Acquisition and Development (OSLAD) grant program in which applications are expected to be due September 30, 2025. This program can provide 50% matching funds up to \$600K. The IDNR has allocated \$35M for this FY26 grant cycle.

Based on our initial conversations, VOP identified the following potential program for the site:

- Splash Pad (drain to waste)
- Playground
- Shade Structure
- Pollinator Garden
- Gaga Ball Pit

- Bag Toss
- Interpretive Signage
- Outcropping Stone (fishing station/observation)

## SCOPE OF SERVICES

Wight & Company will provide in-house landscape architecture, civil engineering and cost estimating services. We propose to provide the following services outlined in the Understanding through the Scope of Service below:

### **A. Project Understanding and Programming Phase**

1. Conduct a project Kick-off Meeting to align the basic client expectations and reach a mutual understanding of the following:
  - a. Key participants and decision-makers
  - b. Project goals and objectives
  - c. Existing conditions
  - d. Scope of work
  - e. Deliverables
  - f. Tentative project schedule
  - g. Communication and responsibility matrix
  - h. Project budget
2. Obtain relevant project data for the site:
  - a. Zoning and land-use designation
  - b. Local ordinances
  - c. Aerial photography
  - d. Topographic and boundary surveys, if available (provided by owner)
  - e. GIS Data
  - f. National Wetland Inventory Map (NWI)
  - g. Flood Insurance Rate Map (FIRM)
3. Visit project site to review and photograph existing conditions and confirm base information.
4. Prepare Existing Conditions Plan using aerial photography, GIS Data, and topographic survey (if available).
5. Identify permitting requirements with jurisdictional agencies.
6. Conduct Program Input Sessions:
  - a. Residents
  - b. Staff
7. Confirm site programming opportunities.
8. Review Meeting with staff to confirm for Project Understanding and Programming Phase.

### **B. Master Plan Phase**

1. Develop Concepts for:
  - a. Site Amenities based on programming input, including:
    - i. Active recreation amenities
    - ii. Passive/natural recreation amenities
    - iii. Pedestrian circulation

- iv. Vehicular circulation and parking
  - b. Landscape
  - c. Grading and Utilities
- 2. Prepare construction cost opinion.
- 3. Review Conceptual Design Documents with you up to two (2) times. Document meeting results via written meeting summary.
- 4. Review Conceptual Design with jurisdictional agencies as needed.
- 5. Conduct Conceptual Design Input Session:
  - a. Residents
- 6. Prepare Final Master Plan.

### **C. Grant Application Phase**

1. Illinois Department of Natural Resources (IDNR) Open Space Land Acquisition and Development (OSLAD) Grant
  - a. Determine appropriate/eligible grant amenities for IDNR/OSLAD and other funding opportunities.
  - b. Evaluate proposed recreational amenities based on IDNR Facility Comparison criteria.
  - c. Facilitate discussions with IDNR Grant Administrators.
  - d. Prepare grant application and submit by IDNR deadline
  - e. Meet with Grant Administrators to review project, as requested
  - f. Assist with preparation of presentation and materials.

### **SCHEDULE**

We propose to begin work on this assignment upon your authorization. We will prepare a detailed project schedule for your review and input during the initial project kick-off meeting.

### **COMPENSATION**

Wight proposes to provide the Scope of Services described in this proposal for **Fixed Fee of:**

Project Understanding and Programming Phase and Master Plan Phase:	\$17,500
Grant Application Phase:	\$7,500
Total	\$25,000

In addition to the professional services fees, we will invoice reimbursable expenses at direct costs and estimated at \$300. The following is list of typical reimbursable expenses:

- CAD plots, printing, color reproductions and delivery costs of drawings and reports.
- Supplies, materials, and costs related to specific reports and presentations.
- Travel at current IRS established reimbursement rate.

## TERMS & CONDITIONS

This proposal assumes the terms and conditions outlined in the AIA Document B101-2017, "Standard Form of Agreement between Owner and Architect." Wight will invoice monthly based on a percentage of the work completed and payment will be due in 30-days (or in accordance with the Illinois Prompt Payment Act).

We thank you for the opportunity to continue our relationship with the Village of Orland Park and look forward to working with you on this design and grant effort. If this proposal meets your approval, please sign and email back to us. If you have any questions regarding this proposal, please do not hesitate to contact us.

Respectfully submitted,

WIGHT & COMPANY



Robert S. Ijams, PLA  
Director of Parks & Recreation



Jason Dwyer, AIA, LEED AP  
President, Design & Construction

Approved by:

---

Signature

---

Date

---

Printed Name

---

Title

cc Patty King, Shawn Benson Wight & Company