

CLERK'S CONTRACT and AGREEMENT COVER PAGE

Legistar File ID#: 2014-0471

Innoprise Contract #: C14-0080

Year: 2014+

Amount: \$99,724.00

Department: Development Services

Contract Type: Professional and Consulting Services

Contractors Name: Teska Associates, Inc.

Contract Description: Wayfinding and Branding Plan
C15-0118 (2015-0676) Addendum 1 Add'l public outreach services \$9400
C16-0120 (2016-0722) Addendum 2 Signage Specifications \$19,500

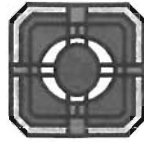
MAYOR

Daniel J. McLaughlin

VILLAGE CLERK

John C. Mehalek

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



**ORLAND
PARK**

VILLAGE HALL

TRUSTEES

Kathleen M. Fenton

James V. Dodge

Patricia A. Gira

Carole Griffin Ruzich

Daniel T. Calandriello

Michael F. Carroll

February 9, 2017

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

RE: Addendum #2 dated December 19, 2016
Wayfinding and Branding Plan

Dear Ms. Mariano:

Enclosed is a copy of the addendum dated December 19, 2016 for the change to add Wayfinding Signage Specifications in an amount not to exceed Nineteen Thousand Five Hundred and No/100 (\$19,500.00) Dollars. Please attach this to the original Wayfinding and Branding Plan contract dated August 29, 2014. Purchase Order # 14-002728 will be increased for this work.

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

Sincerely,

Denise Domalewski
Purchasing & Contract Administrator

Encl:

cc: Karie Friling
Ed Lelo

MAYOR

Daniel J. McLaughlin

VILLAGE CLERK

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December 19, 2016

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

RE: Addendum 2 dated December 19, 2016 Wayfinding Signage Specifications -
Wayfinding and Branding Plan

Dear Ms. Mariano:

This notification is to inform you that on November 7, 2016, the Village of Orland Park Board of Trustees approved awarding Teska Associates, Inc. the additional scope of work in accordance with the proposal you submitted dated October 10, 2016, for Wayfinding Signage Specifications. Please sign two (2) copies of the attached addendum and return both copies to my attention at Village of Orland Park, 14700 S. Ravinia Avenue, Orland Park, Illinois 60462. I will return a fully executed addendum for your files.

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

Sincerely,

A handwritten signature in dark ink, appearing to read "Denise Domalewski".

Denise Domalewski
Contract Administrator

cc: Karie Friling
Ed Lelo

ADDENDUM 2 to
Wayfinding and Branding Plan

Dated
August 29, 2014

Amended
November 25, 2015



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

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

WHEREAS, on November 25, 2015, a certain Agreement regarding Wayfinding and Branding Plan between the Village and the Consultant was amended (hereinafter referred to as Addendum 1); and,

WHEREAS, the Village wishes to modify the SCOPE OF WORK for Wayfinding Signage Specifications per the proposal dated October 10, 2016 by Teska Associates Inc.

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

1. In the event of any conflict or inconsistency between the provisions of this Addendum and the Agreement, the provisions of this Addendum shall control.
2. SECTION 1: THE CONTRACT DOCUMENTS of said Agreement shall be amended to include "Addendum 2 dated December 19, 2016 Wayfinding Signage Specifications as described in proposal dated 10 October 2016"
3. SECTION 2: SCOPE OF THE WORK AND PAYMENT of said Agreement shall be amended to add the words " Addendum 2 – an amount not to exceed Nineteen Thousand Five Hundred and No/100 (\$19,500.00) Dollars" after the words "Addendum 1...(\$9,400.00) Dollars."
4. All of the other terms, covenants, representations and conditions of said Agreement not deleted or amended herein shall remain in full force and effect during the effective term of said Agreement.
5. This Addendum may be executed in two or more counterparts, each of which taken together, shall constitute one and the same instrument.

ADDENDUM 2 to
Wayfinding and Branding Plan

Dated
August 29, 2014

Amended
November 25, 2015

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

This Addendum, made and entered into effective the 19th day of December, 2016, shall be attached to and form a part of the Agreement dated the 29th day of August, 2014, amended the 25th day of November, 2015, and shall take effect upon signature below by duly authorized agents of both parties.

AGREED AND ACCEPTED

FOR: THE VILLAGE

By: Timothy J. McCarthy
Print Name: TIMOTHY J MCCARTHY
Its: INTERIM VILLAGE MANAGER
Date: January 3, 2017

FOR: THE CONTRACTOR

By: Nicholas R. Patera
Print Name: NICHOLAS R. PATERA
Its: SENIOR V.P.
Date: 12/20/16



Date: 10 October 2016

To: Village of Orland Park

14700 Ravinia Ave, Orland Park, IL 60462, 708-403-5300

Attn: Karie Friling, Development Services Director, kfriling@orlandpark.org

Ed Lelo, Management Analyst, Development Services Department, elelo@orlandpark.org

Re: Proposal for Landscape Architectural Services – Wayfinding Signage Bid Documents

Dear Karie and Ed:

It has been a pleasure to work with you, Village staff and the Committee on the *Village Wayfinding and Branding* assignment. We are so pleased that the Village Board has approved the conceptual sign package and thank you for this opportunity to submit our proposal to continue working with the Village towards preparation of *Wayfinding Signage Bid Documents*. The *Wayfinding Signage Bid Documents* would be based upon the approved sign concepts presented to the Village Board June 20, 2016.

We are available to begin immediately upon approval and look forward to working with you and staff.

Should you have any questions, or wish to discuss aspects of this proposal further, please do not hesitate to call me.

All the best,

Jodi Mariano, PLA, ASLA, Principal

Teska Associates, Inc.

627 Grove Street, Evanston, IL 60201

Phone: 847.869.2015

Email: JMariano@TeskaAssociates.com

Web: www.TeskaAssociates.com

teska associates inc

627 Grove Street, Evanston, IL 60201 office 847.869.2015 www.TeskaAssociates.com

SCOPE OF SERVICES

BACKGROUND AND WORK COMPLETED TO DATE

Teska was engaged with the Village of Orland Park on a previous planning effort entitled *Village Wayfinding and Branding Project* in which conceptual level landscape and signage and branding concepts were prepared and refined with Village Staff and Committee. These concepts were presented and approved by the Village of Orland Park Board of Trustees on June 20, 2016.

The purpose of this proposal is to prepare *Wayfinding Signage Bid Documents* for select sign features. The *Wayfinding Signage Bid Documents* would be based on the previous planning effort described above. The goal of this assignment is to develop bid ready documentation for signage enhancements that may be used by the Village to solicit cost proposals for fabrication and installation by sign contractors. Professional services such as bid assistance, shop drawing review and construction coordination are not included in the current scope. These professional services are available as additional services.

Select sign features to be evaluated for this assignment are identified below:

- New pole mounted sign for “Historic District”
- Existing monument sign retrofit at La Grange Road, sign copy: “Village Center”
- New pole mounted park entry sign for “Centennial Park”
- New pole mounted wayfinding signs along Ravinia Avenue (approximately 15 signs)
- New pole mounted entry and wayfinding signs for the Village Hall Campus area
- New pole mounted Village Gateway sign (single sign specification for use as a typology)
- New pole mounted Bicycle Directional sign (single sign specification for use as a typology)

Note that pending IDOT and Village direction, no signs proposed for State Rights of Way are included in this assignment.

STUDY AREA

The study area includes areas within municipal property for each of the project areas identified above. All sign features are proposed to be located on locally controlled properties. Teska has verified that no signs identified above are intended to be located within IDOT rights of way. If any signs require coordination with private property owners, that coordination shall become the responsibility of the Village. As all signage features are all proposed within Village owned properties, existing base data utilized during the *Village Wayfinding and Branding* assignment will be referenced and supported with field reviews. No additional survey documentation is included in this scope.

TASK 1.1 Kickoff Meeting (Meeting #1)

Conduct a kickoff meeting with Village Staff to review project goals, objectives and schedule. The group will review signage materials produced to date, including the approved concept level sign plans and full scale mockups. A walking tour is recommended to review each sign location and proposed sign copy text identified for each sign feature.

TASK 1.2: Draft Bid Documentation

Prepare draft bid documents for proposed wayfinding signage. Draft bid documents will be documented in AutoCAD format and will include plans, elevations and details as necessary for sign structures and panels. Lighting improvements for monument style and entry signs shall be addressed in the bid set. Utility coordination shall be the responsibility of the Village. Landscape improvements shall be addressed by others. Coordination with local sign companies will be included for the purposes of budgeting and constructability purposes. Preliminary sign budgets for fabrication and installation will be provided. At a minimum, a preliminary sign package would include the following sheets:

L1	Cover Page, Overall Location Map
L2	Sign Standards (fonts, colors)
L3	Village Logo Standards
L4	Sign Concept Family
L5	Village Hall Campus, Entry & Wayfinding Sign Locations
L6	Village Hall Campus, Entry Sign Structure and Panel (1 ea)
L7	Village Hall Campus, Typical Wayfinding Sign Structure (1 ea)
L8	Village Hall Campus, Wayfinding Sign Panels (qty TBD)
L9	Ravinia Avenue, Wayfinding Sign Locations
L10	Ravinia Avenue, Typical Wayfinding Sign Structure (1 ea)
L11	Ravinia Avenue, Wayfinding Sign Panels (15 ea)
L12	Historic District, Gateway Sign Location and Panel (1 ea)
L13	Village Center Retrofit, Gateway Sign Location and Panel Retrofit (1 ea)
L14	Centennial Park, Entry Sign Location
L15	Centennial Park, Sign Structure and Panel (1 ea)
L16	Village Gateway Sign Structure and Panel (1 ea)
L17	Bicycle Directional Sign Structure and Panel (1 ea)
L18-L21	Standard Details (4)
L22-L26	Technical Specifications (5)

TASK 1.3: Submit to Village for Review (Meeting #2)

Issue Draft Bid Documents to Village for review. Meet with Village Staff to review documents. Prepare revisions to documents as necessary.

TASK 1.4: Final Bid Documentation and Submittal

Prepare final bid documents for proposed wayfinding signage as indicated in Task 1.2 above. Submit final bid documents to Village for their use in soliciting cost proposals from sign companies. The final bid document submittal will include digital PDF files. Hard copies of bid documents in full and half size sheet sets are available for an additional fee. Bidding and administration shall be the responsibility of the Village.

END OF SCOPE OF SERVICES

ADDITIONAL SERVICES AVAILABLE SEPARATELY

Additional Tasks not included in this proposal may be available as needed on an hourly basis or at a pre-agreed fee.

A1 Additional Materials

Materials not furnished by the Village that are deemed necessary to conduct the work such as digital, print or reproducible originals or copies of property surveys, utilities, topographic and spot elevation maps, prints, photographs, reprints, aerial survey, etc. of the project area as well as adjacent properties.

A2 Additional Meetings

Any public hearings, Village Board Meetings, or meetings that Teska is required or asked to attend regarding the project and/or any additional meetings other than those specified above.

A3 Bid Assistance

Assist Village with solicitation and evaluation of contractors' bids, beyond the activities identified in the scope, including but not limited to: attending prebid meetings, answering questions and providing clarifications, review contractors bids, assist with contractor selection.

A4 Construction Coordination

Assist Village during construction activities including, but not limited to: shop drawing reviews, permit review, preconstruction meeting, field coordination, staking locations in the field, answering contractors questions and providing clarifications, reviewing contractors pay requests, providing field inspections and preparing punch list.

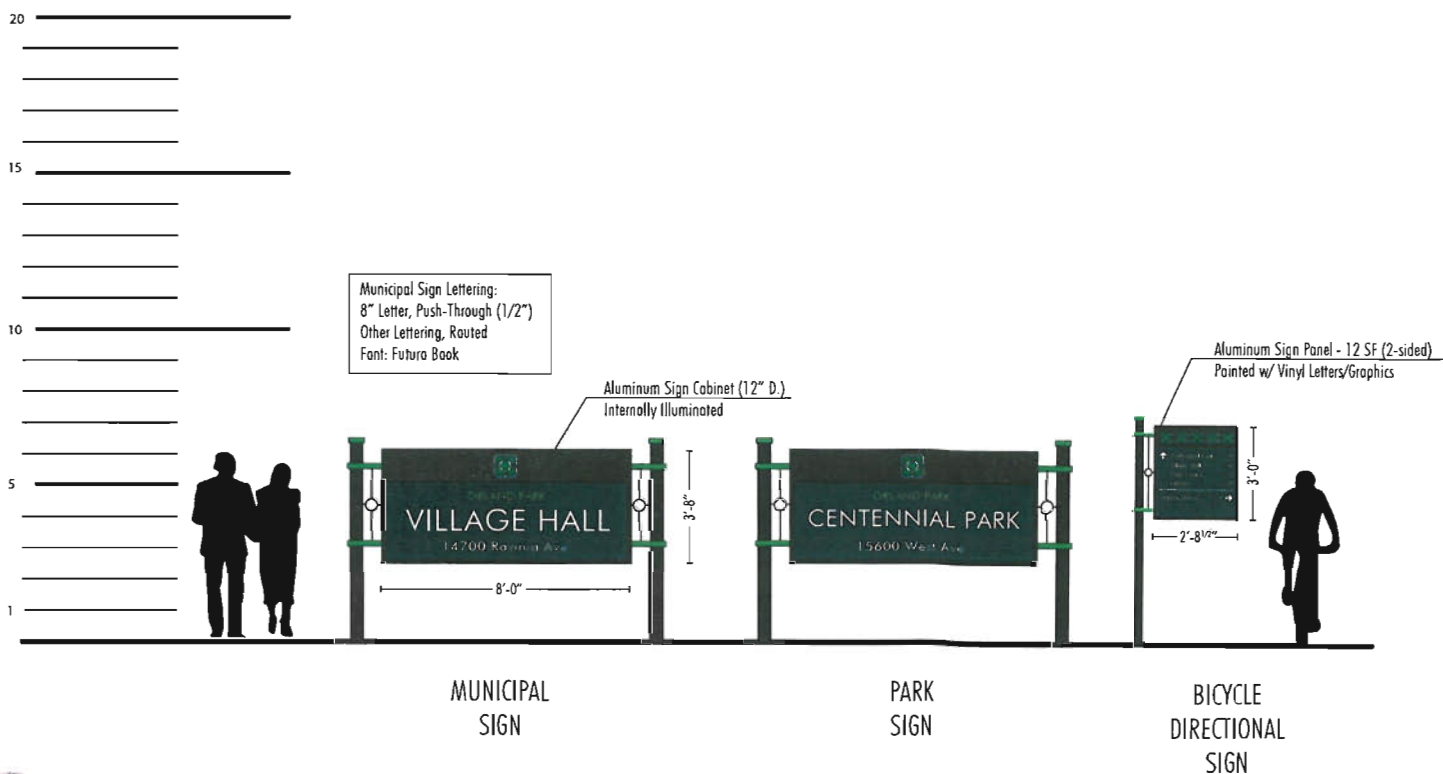
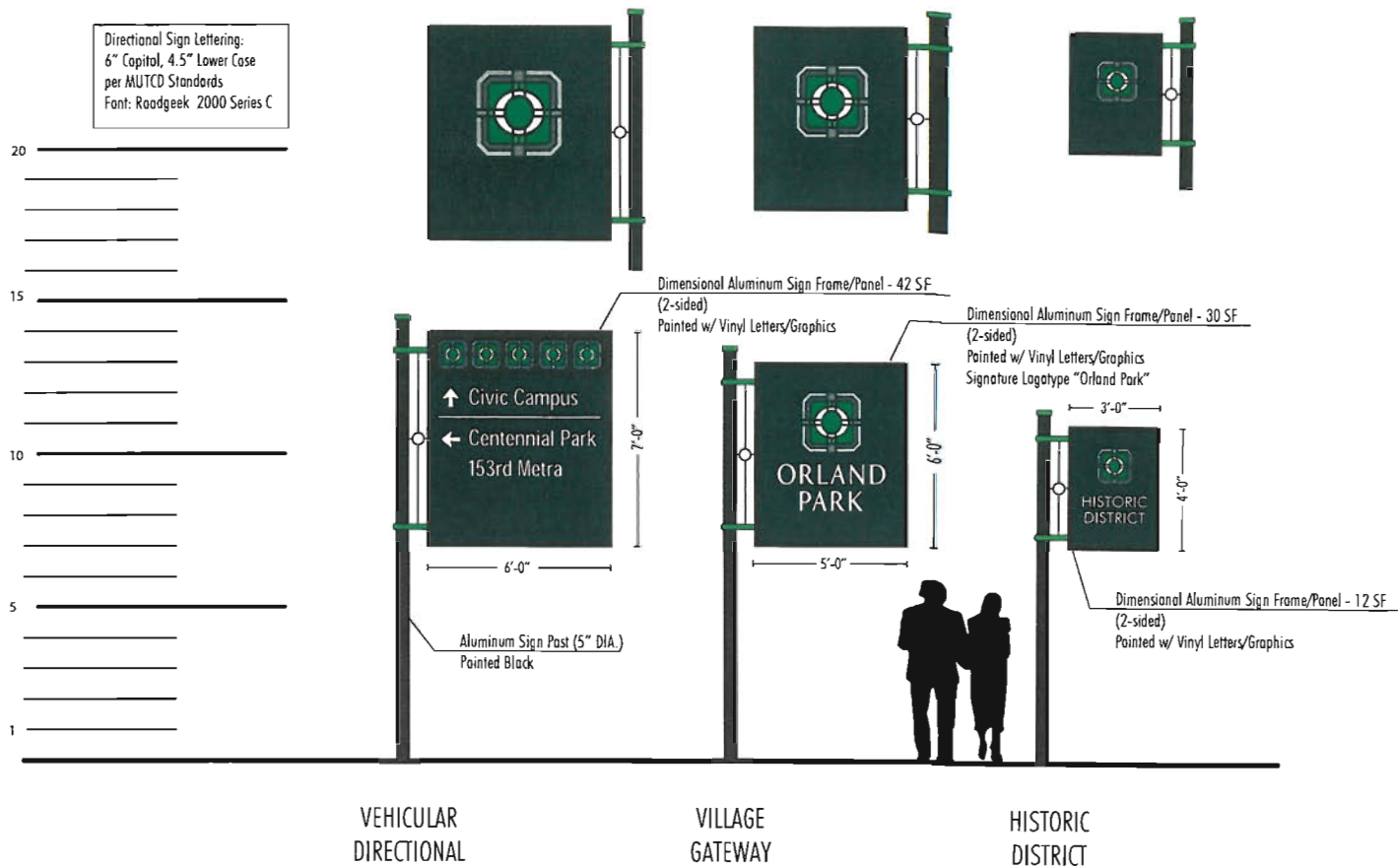
COMPENSATION FOR PROFESSIONAL SERVICES

Based upon the scope of services noted above, we propose the following 'not to exceed' fee: **\$19,500**

Teska Associates 2016 Hourly Rate Schedule

Principal	\$140 per hour
Associate	\$110 per hour

Direct reimbursables shall include items such as travel, reproductions and postage. Direct reimbursables will be billed at cost and are included in the professional fees noted above.



Orlando Park Wayfinding and Branding Plan

Preferred Signage Family Concept



wohlgroß

Paris-Claude

March 17, 2016