

Teresa Fourcher, AIA, LEED AP  
2423 W Eastwood  
Chicago, IL 60625  
773-909-0274

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Paul Grimes, Village Manager  
Ellen Baer, Assistant Village Manager  
Chris Krygowski  
Village of Orland Park  
14700 Ravinia Avenue  
Orland Park, IL 60462

**Re: Proposal to the Village of Orland Park for Sustainability Consulting**

Dear Paul, Ellen, and Chris:

I have had the opportunity to review the Village's Smart Living and ECOMAP programs. The Village has put together an impressive vision for a sustainable future. Through a variety of Pilot Projects I believe the Village can move from idea to action, demonstrating its commitment to sustainability and the viability of the initiatives identified in the ECOMAP.

I am pleased to present to you I the following outline approach for guiding the Village through realization of the goals set forward in the SmartVillage plan and welcome an opportunity to help further this bold vision. Please take time to review the following proposal. I look forward to speaking with you soon.

**Potential "next steps" for implementation of Green Pilot Projects:**

**Approach:**

1. Prioritize key projects that have previously been identified by the Village based on:
  - a. Ease of implementation
  - b. Availability of funding
  - c. Alignment with Smart Living and ECOMAP goals
  - d. Visibility
  - e. Bang-for-the-buck
  - f. Time line
2. Consider additional projects that may:
  - a. Expand the breadth of "sustainability" initiatives
  - b. Identify test projects for Smart Code programs

3. Establish implementation plan
  - a. Evaluate potential sites for appropriateness of proposed technology and alignment with Village goals
  - b. Evaluate need for feasibility studies
  - c. Identify key consultants
  - d. Identify potential vendors
  - e. Establish key metrics
4. Request for Proposals (RFP)
  - a. Establish evaluation criteria
  - b. Work with members of Village staff to execute RFP
  - c. Evaluate proposals based on established criteria and Village goals.

**Deliverables:**

As a general consultant, I will work closely with officials and key members of the administration to guide the Village through sustainability initiatives from concept to implementation.

Task 1: Overall Approach

1. Review existing programs and funding sources
2. Meet with Village staff to review sustainability goals and confirm study objectives
3. Establish priority project list
4. Identify preliminary implementation strategies for priority projects
5. Analyze programs targeted to the business community to identify key audiences.

Task 2: Implementation Strategies per Initiative

1. Prepare detailed implementation plan for specific green initiative
2. Present relevant case studies
3. Review inventory of municipal owned facilities to identify best opportunities for pairing facility with appropriate green technology.
4. Identify and coordinate with key specialty consultants
5. Prepare preliminary feasibility assessment

Task 3: Project Management

As appropriate per project:

1. Assist in execution of implementation plan
2. Coordinate with specialty consultants
3. Assist in preparation of RFPs to solicit consultants and vendors as needed
4. Review proposals by potential consultants and vendors
5. Direct detailed feasibility studies
6. Coordinate with key members of administration including but not limited to the Village Manager, Parks and Facilities Director, and Village Planners.

**Fee:**

Services would be billed to the Village on an hourly basis at the rate of \$120 an hour. Expenses would be reimbursable.

It is estimated that execution of Task 1 would take 35 hours, with an estimated budget of \$4,200. Fees for Task 2 and Task 3 would be determined per initiative prior to the initiation of each study. The estimated number of hours per task will depend largely on the complexity of the individual initiative being addressed.

Thank you for the opportunity to prepare this proposal for your review. I look forward to discussing this further with you.

Regards,  
Teresa

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Chicago, IL 60625  
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sustainability.one@hotmail.com