



Design Services Agreement: August 6, 2025 REVISED

Landscape Architect: Planning Resources Inc. (PRI)
913 Parkview Blvd.
Lombard, Illinois 60148

Client: Village of Orland Park (VOP)
Village Hall
14600 Ravinia Ave.
Orland Park, IL 60462

Project Evergreen View Park Master Plan and OSLAD
Application FY2026
8610 141st St.
Orland Park, IL 60462
*Park Planning, Landscape Architecture & Grant
Writing Services*

Project Understanding:

The Open Space Lands Acquisition and Development (OSLAD) program, administered by the Illinois Department of Natural Resources (IDNR), provides essential funding for enhancing community spaces across Illinois. OSLAD grant applications are due on **September 30, 2025**. It is assumed the process of preparing to submit the **“OSLAD Grant Application for Evergreen View Park FY2026”** for grant funding consideration will follow the OSLAD Project Manual for State Fiscal Year 2026 to fully understand any new program requirements and application instructions.

If awarded, a FY2026 OSLAD grant would fund the design and construction of Evergreen View Park in fiscal years 2026 and 2027.

Our OSLAD Grant Application Work Program Approach

Our goal is to prepare an OSLAD Grant application for the Village of Orland Park that maximizes Evergreen View Park's chance of securing grant funding for its redevelopment. As you know, PRI can't guarantee success, however, our experience in securing grants for neighboring recreation agencies provides valuable insight into a successful grant application.

PRI will prepare the IDNR OSLAD Grant. We will provide the Village with a clear and concise list of all necessary documents required for the preparation of the OSLAD grant to simplify the process for the Village. PRI will prepare each document to fit the *AmpliFund* grant application format, write narratives and supplement information where needed for a complete application.

Our team will then take the lead in:

- Formatting each document to adhere to the OSLAD grant application guidelines.
- Development of a tailored strategy that aligns your application with specific project needs.
- Crafting persuasive narratives that effectively highlight the project's merits and alignment with OSLAD priorities.

- Preparation of a comprehensive budget forecast, ensuring your submission not only meets but exceeds the IDNR's expectation.
- Supplementing applications with any additional information needed for a complete and competitive submission.

IDNR OSLAD Contact:

During the OSLAD grant submittal process, if and when necessary, PRI will reach out to the IDNR Grants Administration Staff. This discussion will focus on the Evergreen View Park project and its components. Any feedback received will be shared with Village staff for review and collaborative adjustments to strengthen the application.

Collaborative Review and Refinement:

Once Village items are received, PRI will prepare each one to fit the grant submittal formatting requirements. PRI will submit a draft copy of the grant submittal to Village staff via email. Village Staff will review the draft grant submittal, and PRI will promptly incorporate any suggested edits to ensure a final application that exceeds expectations.

IDNR Site Visit:

In addition to required information needed to complete the grant submittal, PRI staff will meet with IDNR grant staff on-site if they request a tour.

***AmpliFund* Grant Management System Upload**

Upon completion, PRI will fulfill all Grant Application Phase services and submit the project for IDNR consideration by the advertised deadline. This includes finalizing the application documents digitally and uploading them to the ***AmpliFund*** Grant Management System as required by IDNR.

Interview:

If Evergreen View Park is selected by the IDNR to advance to a presentation in Springfield, PRI will be present in Springfield during the grant presentation period. Village staff or Board will present the plan. PRI will work closely with Village staff to assemble a presentation exhibit and talking points for your use and support you as you present to grant staff.

Questions:

PRI will assist with questions during the IDNR grant review process.

Detailed Work Plan

The Tasks to be accomplished during this OSLAD grant application process are:

PHASE A. PROGRAM, ANALYSIS & MASTER PLAN DEVELOPMENT

1.0 INFORMATION GATHERING

- ***Meeting #1-Virtual Client Meeting:*** Conduct a project start up meeting with VOP staff to discuss the work program and schedule via Virtual conference. Additionally, at this virtual meeting, we will **confirm** the following:
 - a) Project program goals and objectives
 - b) Available project data
 - c) Possible jurisdictional agency interests
 - d) Project construction budget
- ***Project Discussion:*** Hold project discussion with the Illinois Department of Natural Resources (IDNR) grant staff prior to application submittal.

- **Resource Gathering:** Collect existing available project data to include but not be limited to the following:
 - Local ordinances
 - Topographic survey
 - Plats of survey
 - Previous IDNR Grant Submittal Documentation (if applicable)
 - Map showing the location of existing parkland within the Client's jurisdiction.
 - Park information matrix (from the Comprehensive Master Plan – if available)
 - Acquisition History & Certification (Original Signatures Required)
 - Resolution of Authorization (Original Signatures Required)
 - Trustee's Deed and Title Insurance (confirming property ownership)
 - National Wetland Inventory map
 - Flood Insurance Rate Map information (pond and streams)
 - Most recent Village Comprehensive Master Plan data relevant to Park improvements.

2.0 SITE ANALYSIS/ASSESSMENT

- This Task includes an environmental site analysis of the property to consider existing site conditions, opportunities, and constraints, along with neighborhood interests. Additional information is needed to evaluate potential property uses, easements, landscape options, proper drainage, and stormwater management consideration.
- **Site Photography:** PRI will leverage existing site photographs for reference and may supplement them with additional photography if needed.
- **Base Map Development:** Prepare Base Map of the project site using aerial photography and other available site data.

3.0 COMMUNITY OUTREACH/PUBLIC PARTICIPATION (VOP)

- **Resident Meeting:** PRI will conduct two (2) public input sessions during the conceptual design phase of the Evergreen View Park project. PRI to provide meeting minutes to Village in summary format. PRI will leverage the results of this outreach effort in the OSLAD grant application. We will ensure all relevant materials and summaries of public input are incorporated to demonstrate the community's involvement and support for the project's vision.
- **Online Engagement Opportunity:** an online engagement survey will also be conducted by Village staff during the conceptual design phase of the Evergreen View Park project. The Village to provide results of the online engagement survey to PRI in summary format. PRI will also leverage the results of this outreach effort in the OSLAD grant application.

4.0 PROGRAM AND ANALYSIS PHASE SUMMARY

- **Project Progress Summary:** Prepare a written Project Program that includes the project design program, jurisdiction factors, budget information, and project schedule.

- **Meeting #2 - Virtual Review Conference:** Review the Program and Analysis findings by forwarding the written Project Program Summary and discussing via Virtual Conference with VOP Staff for comment and approval.

5.0 MASTER PLAN DEVELOPMENT

- Our approach to master plan development for Evergreen View Park will strategically balance the existing vision with the requirements for a successful OSLAD Grant application. PRI will lead a collaborative program confirmation process with two key goals:
 - **Maintaining Community Vision:** We'll ensure the Master Plan accurately reflects the Village's current vision for the park. This includes critical elements like ADA accessibility features, efficient pedestrian traffic patterns, clear view corridors, well-designed pathways and seating areas, diverse recreation amenities, and appropriate landscape plantings. Additional project elements may include, but not limited to, a splash pad (water to waste system), a new state-of-the-art playground, a shade structure, pollinator garden, a gaga pit, bag toss game, interpretive signage, and outcroppings to the existing pond to name a few.
 - **Optimizing for OSLAD Grant Criteria:** During the program confirmation process, we'll refine program elements as needed to align perfectly with the IDNR's evaluation criteria for OSLAD Grant applications. This includes carefully considering aspects such as promoting inclusivity and environmental sustainability.

Ultimately, the site plan will guarantee the Master Plan is relevant and fully embodies the community's vision for Evergreen View Park.

- ***Construction Cost Estimate:*** PRI will prepare a construction cost estimate using the most recent bid data and unit costs. Develop a preliminary estimate of construction costs to comply with IDNR format and include general conditions, contingencies, Landscape Architect's Fees and Archeological Research, and accounting fees.

The construction estimate will provide a more comprehensive and accurate picture of the project's anticipated costs.

- ***Permit Requirements:*** We will conduct a cursory review of possible permit requirements.
- ***Meeting #3-Virtual Client Meeting:*** Review the Master Plan, imagery exhibits and updated estimate of construction costs with staff, discuss alternatives, and consider suggested revisions via virtual Conference. Prepare written summary of the discussion and update the written Project Program as may be required.
- ***Meeting #4 – Village Board Presentation by PRI:*** Revise the Master Plan if necessary and prepare an Illustrative Color Rendering for presentation by Staff to the Village Board and public. Forward to VOP Staff for review and approval.

PHASE B. OSLAD GRANT PREPARATION

1.0 OSLAD GRANT APPLICATION/SUBMITTAL

The following is based on the 2026 OSLAD Grant Application Program Guidelines and Requirements:

- ***IDNR Grant Staff Phone Conference:*** Conduct a phone conference discussion with your IDNR Grant Administrator to review the project.
- ***Narrative Statement Development:*** Develop a compelling narrative statement for the project that addresses the objectives and need for assistance, benefits expected, approach, geographic location, and previous assistance if applicable.
- ***Project Location Map:*** Develop a location map that accurately reflects the project site.
- ***Site Development Plan:*** Prepare a master plan graphic with key labels, text, and all proposed development in the scope of the project including all facilities to be retained including project description text.
- ***Plan Enlargements:*** Develop detailed plan enlargements as necessary to convey elements for grant consideration. Revise the master plan as may be required to reflect key labels, text, and proposed development.
- ***Premise Plat Map Development:*** Prepare a premise plat map to scale that indicates exterior boundaries and dimensions, adjacent land uses, both public and private streets and highways, water ways, and utility easements and Rights-of-Way.
- ***Environmental Assessment Statement:*** Craft an Environmental Assessment/Cultural Resources Statement indicating both positive and adverse project impacts to the social character of the area or the landscape environment. Include a detailed description of the project site, National Wetlands Inventory Map, Application for Federal/State Assistance, and Consultation Agency Action Report.
- ***FEMA Flood Map:*** Provide a copy of the FEMA Flood Map with the project boundaries delineated.
- ***Project Justification by Local Plan:*** Review current Comprehensive Master Plan for the Village and include relevant excerpts.
- ***Public Involvement and Public Participation Documentation:*** We'll document and summarize the two required public involvement activities and the online engagement survey for the planning process, using the two meeting/survey summaries provided by the Village. This ensures we meet the OSLAD Grant Process requirements.
- ***Meeting #5- Virtual Client Meeting:*** Submit completed documents to Village staff for review and comments via Virtual Conference. Revise as may be necessary. Gain authorization from VOP to submit to IDNR for grant consideration.
- ***IDNR Coordination/AmpliFund Application Submittal:*** Respond to questions raised by IDNR. Provide additional supporting documentation as may be required.

PHASE C. POST GRANT SUBMITTAL

1.0 GRANT ADMINISTRATION

Following the grant submittal and upon request of the Client, PRI will perform the following tasks:

- ***Respond to Incidental Application Questions:*** Answer incidental questions posed by the IDNR Grant Administrator. Respond to deficiency review letter if needed.
- ***Site Meeting with Staff and IDNR:*** Meet on site with Park Staff and IDNR representative to review and discuss the completed project.
- ***IDNR Presentation Exhibit:*** Prepare Presentation Exhibit for use in Springfield, IDNR presentation and assist with project narrative and speaking points (if required).

Village of Orland Park (VOP) Responsibilities including information to be completed and supplied to the Planners.

- ***GATA Uniform Application***
 - Update to GATA Grant Budget Template
- ***Resource Gathering*** – Collect existing available project data to include the following:
 - Local ordinances
 - Topographic survey
 - Plats of survey
 - Previous IDNR Grant Submittal Documentation *(if applicable)*
 - Referendum marketing text, graphics, and plans. *(if applicable)*
 - Results from past resident surveys
 - Comprehensive Master Plan Document
 - Map showing the location of ALL existing park land within the Client's jurisdiction.
 - Park information matrix (from the Comprehensive Master Plan)
 - Acquisition History & Certification (Original Signatures Required)
 - Resolution of Authorization (Original Signatures Required)
 - Trustee's Deed and Title Insurance (confirming property ownership)

Use of Compensation

- ***Direct Costs:*** Reimbursable expenses consist of expenses pre-approved by the Client and incurred in the interest of the project and are in addition to the Basic and Additional Services. Reimbursable expenses may include, but not be limited to, reproduction costs, postage, travel, messenger service, handling of drawings and documents.

Anticipated Direct Costs	\$ 200.00
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- ***Professional Fees:*** Compensation for Phases A-C Master Planning and General Consulting Services shall be a lump sum fee as follows:

Professional Fees Phase A	\$5,700.00
Professional Fees Phase B	\$4,400.00
Professional Fees Phase C	\$ 400.00
Sub-Total	\$10,700.00

- **Additional Meetings:** The proposal as submitted includes a total of **two (2) public meetings** and **up to four (4) virtual client meetings with staff**. Compensation for additional meetings and hearings not specified herein shall be performed on an hourly basis. The hourly rates for these services are as follows:

Landscape Architecture Studio	
Principal, Director of Landscape Architecture	175.00
Asst. Director of Landscape Architecture	155.00
Landscape Architect III	135.00
Landscape Architect II	120.00
Landscape Architect I	110.00
Landscape Designer	105.00
General Services	
Public Involvement/Survey Support	95.00
Administrative Assistant	85.00

- **Grand Total Compensation:** The cost of the entire project as described in Phases A-C, including costs enumerated above, shall not exceed **\$10,700.00**.
- The Landscape Architect shall submit monthly invoices for Professional Fees and Direct Costs, and Additional Services. Accounts are payable on receipt of the invoice.

TERMS OF THE AGREEMENT

See Attached Standard Terms and Conditions

This proposal shall remain open for a period of thirty (30) days from the date of issuance. If the proposal is not accepted and returned to Planning Resources Inc. within thirty (30) days, then the proposal shall automatically terminate without further notice.

Accepted



Darrell E. Garrison
Planning Resources Inc.

Principal

Title

August 6, 2025

Date

Village of Orland Park

Title

Date