



May 9, 2023

Revised: May 24, 2023

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

**Conceptual Design Services for Schussler Park All-Inclusive Playground
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 conceptual design services to add an All-Inclusive Playground to Schussler Park located at 14609 Poplar Road in Orland Park. This proposal includes:

PROJECT UNDERSTANDING
SCOPE OF SERVICES
SCHEDULE
COMPENSATION
TERMS & CONDITIONS

PROJECT UNDERSTANDING

We understand the VOP will receive a donation towards the development of an All-Inclusive Playground at Schussler Park from two professional athletes that reside in Orland Park. The proposed playground will target the recreational needs for individuals of all abilities. Based on our conversations, VOP would also like to incorporate interpretive story-telling elements within the playground environment that emphasize the "sports journey" of the local donors.

In order to develop the conceptual 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 local donors to determine the appropriate program strategy for the playground. This key "consensus building" step will help establish the overall vision for the park and help guide the design team as we develop conceptual options for the playground and interpretive elements to review with staff and donors. Based on input, we will finalize the concepts and associated costs and then prepare the preferred plan approach for review. As an optional service, we can provide 3-D marketing graphics to assist with additional fundraising efforts.

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 Session with client and donor (during kick-off meeting).
7. Confirm site programming opportunities.

B. Conceptual Design Phase

1. Develop Concepts for:
 - a. Site Amenities based on programming input, including:
 - i. All-Inclusive Playground
 - ii. Interpretive Elements
 - b. Landscape
 - c. Grading and Utilities
2. Prepare construction cost opinion.
3. Conduct Community Engagement Meeting (1).
4. Review Conceptual Design Documents with you up to two (2) times. Document meeting results via written meeting summary.
5. Review Conceptual Design with jurisdictional agencies as needed.
6. Prepare Conceptual Plan.

C. Marketing Graphics Phase (OPTIONAL)

1. Prepare 3D color marketing graphics for fundraising efforts (three views).

SCHEDULE

We propose to begin work on this assignment upon your authorization and anticipate 90 days to complete this work. 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 & Programming Phase and Conceptual Design Phase:	\$20,000.00
Marketing Graphics Phase (Optional):	\$6,500.00

In addition to the professional services fees, we will invoice reimbursable expenses at direct costs and capped at \$300.00. 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 effort.

If this proposal meets your approval, please sign one copy, and return it 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

Printed Name

Date

Title

cc Patty King, Shawn Benson Wight & Company