



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](mailto:kfriling@orlandpark.org)

Ed Lelo, Management Analyst, Development Services Department, [elelo@orlandpark.org](mailto:elelo@orlandpark.org)

Re: [Proposal for Landscape Architectural Services – Wayfinding Signage Bid Documents](#)

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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,

A handwritten signature in blue ink that reads "Jodi Mariano".

Jodi Mariano, PLA, ASLA, Principal

Teska Associates, Inc.

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**teska associates inc**

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## 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:

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

### **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**

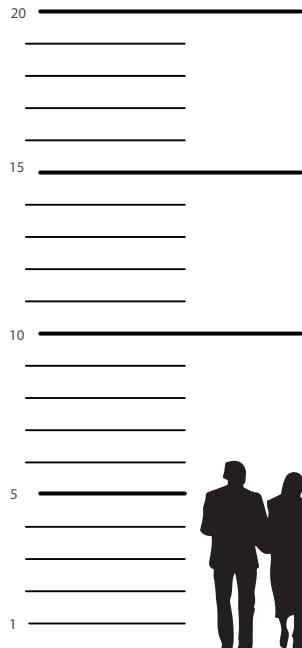
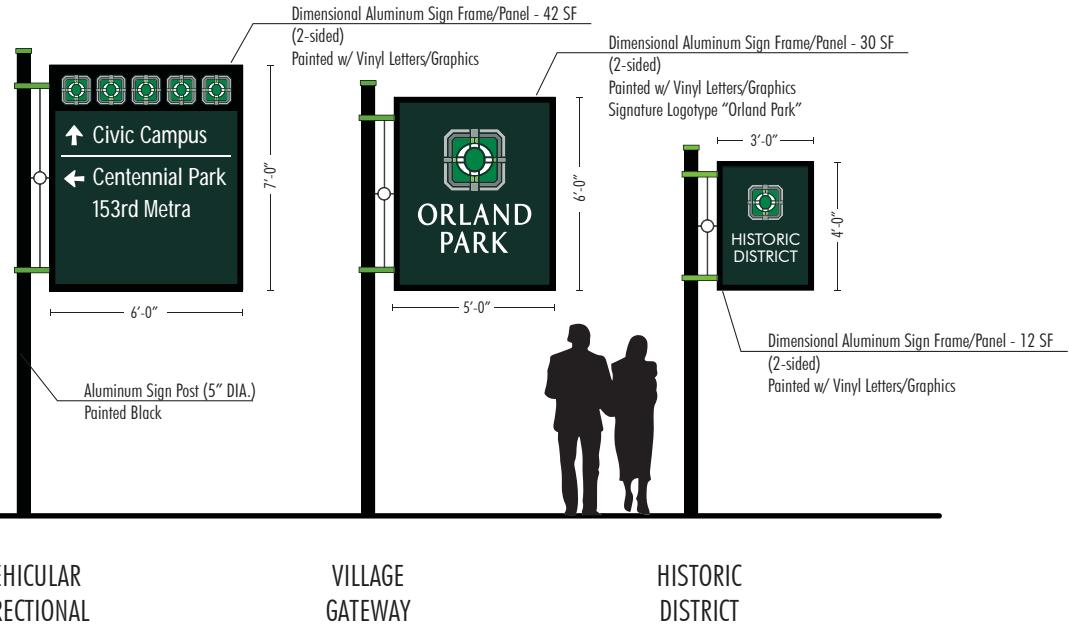
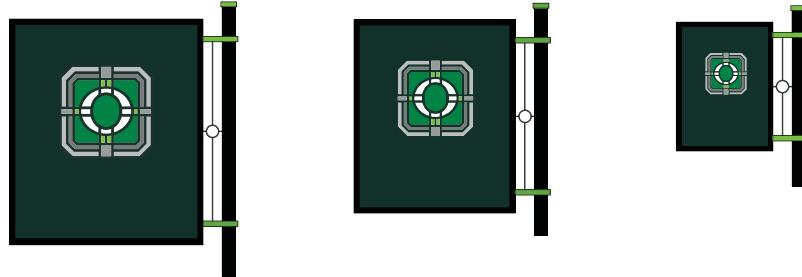
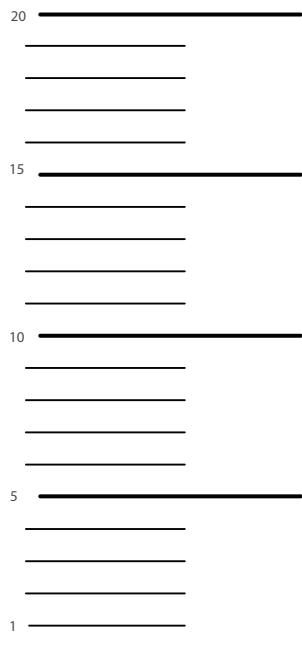
Based upon the scope of services noted above, we propose the following 'not to exceed' fee: **\$19,500**

### **Teska Associates 2016 Hourly Rate Schedule**

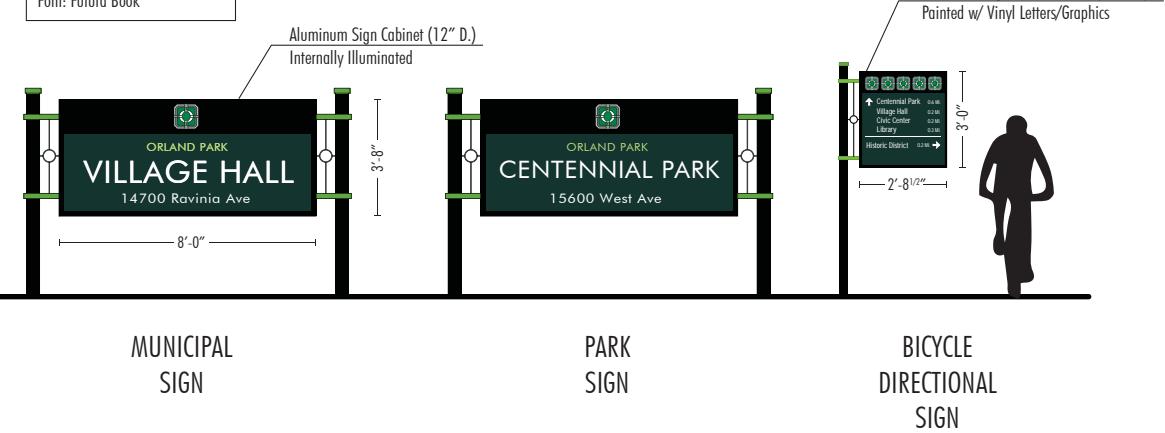
Principal	\$140 per hour
Associate	\$110 per hour

*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.*

Directional Sign Lettering:  
6" Capital, 4.5" Lower Case  
per MUTCD Standards  
Font: Roadgeek 2000 Series C



Municipal Sign Lettering:  
8" Letter, Push-Through (1/2")  
Other Lettering, Routed  
Font: Futura Book



## Orland Park Wayfinding and Branding Plan

Preferred Signage Family Concept