

Proposals for Final Design and Engineering Services  
**Orland Park Nature Center**

Village of Orland Park

October 15, 2015

Prepared by:



**uplandDesign Ltd.** With **Engineering Resources Associates, Inc.**  
park planning and landscape architecture Consulting Engineers, Scientists & Surveyors



**We create great outdoor spaces.**

We create spaces that  
connect people outdoors.

Places to play,  
to learn,  
to work.

Places where people want to go.

**Go outside with us.**



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October 15, 2015  
Jane Turley, Senior Planner  
Development Services, Village of Orland Park  
14700 S. Ravinia Ave.  
Orland Park, IL 60462

RE: Orland Park Nature Center Final Design and Engineering Project

Dear Ms. Turley:

I am pleased to present our outstanding qualifications for the design development and engineering of the Orland Park Nature Center. We have put together a team of specialists with the expertise and technical knowledge needed to develop the site into a premier facility. Together, we will meet your needs with a thoughtful combination of sustainable strategies and creative design.

Upland Design with our engineering and wetland specialists, Engineering Resources Associates (ERA), brings an extensive portfolio of public design, engineering, permitting and stewardship work. Through our past experiences, we have gained valuable knowledge of green infrastructure and best design practices for creating dynamic outdoor spaces that invite users to return again and again.

Key Points to Consider with the Upland Design Team:

- **Expertise** creating exciting outdoor public venues
- History of excelling at **Sustainable Design** with a sensitive approach
- **Permit** and **Coordination** experience with IDOT, MWRD and US Army Corps of Engineers. Specifically with stormwater design, permeable paving, and native restoration
- **Commitment** to meet the project schedule, budget and Village needs
- Professionals that have successfully teamed on previous projects

Our proposal shows our level of experience and breadth of knowledge to qualify our team for this project. We look forward to the opportunity to discuss the project with you further and bring an exciting nature center to the Village of Orland Park.

Sincerely,

Michelle Kelly, PLA  
Principal in Charge  
mkelly@uplandDesign.com



# Firm Profiles

Upland Design

Engineering Resources Associates





# Firm Profile



## Upland Design Ltd

### Planning and Landscape Architecture

Contact Person: Michelle A. Kelly, [mkelly@uplandDesign.com](mailto:mkelly@uplandDesign.com)

Phone: 815-254-0091 Fax: 815-254-6010

Main Office: 24042 Lockport Street, Suite 200 Plainfield, IL 60544

Chicago Address: 564 W. Randolph, 2nd Floor, Chicago, IL 60661

Web site: [www.uplandDesign.com](http://www.uplandDesign.com)

## Firm Overview

Since its inception, 17 years ago, Upland Design has focused on design for park and outdoor recreation spaces for public use. We create great places for communities to go outside; spaces that engage people, invite a sense of exploration, encourage recreation and promote fun! Lasting impact comes through thoughtful, innovative design. Upland Design brings that impact to every project, creating great spaces where people want to play, to learn and to work. Finally, Upland Design succeeds in bringing together many interests and taking plans from concept to completion in a timely and cost effective manner.

### services

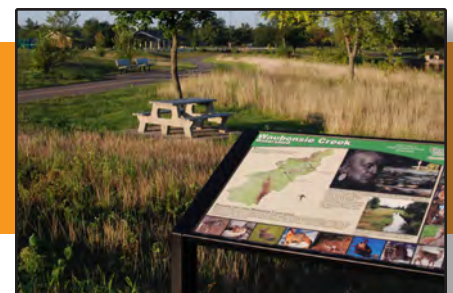
- Site and Outdoor Space Planning
- Park and Forest Preserve Design
- Native Landscape Design
- Bio-Swales and Rain Gardens
- Permeable Paving – Parking and Pedestrian
- Bicycle and Multi-use Trail Design
- Garden Design
- Amphitheaters and Festival Spaces
- Sports Field and Sport Court Design
- Landscape Design
- Tree Preservation
- Accessibility Improvements
- Grant Assistance

### qualifications and certifications:

- Registered Landscape Architects
- LEED AP Staff
- NRPA Certified Playground Safety Inspectors
- Certified in Landscape Architecture with Illinois Department of Transportation
- WBE, DBE and FBE Certified

### Sustainability

We are dedicated to providing sustainable solutions for all outdoor spaces. Whether hundreds of acres of Forest Preserve or creating a permeable parking lot and rain garden, we seek harmony with nature while creating solutions that will stand the test of time. While integrating best practices to fit the site, soils and hydrology, we incorporate aesthetics and creativity into each design. We seek out ways to improve our project's environmental bottom line with the use of recycled materials, energy efficient light fixtures, reduction in construction waste and low water use. Our broad-based experience allows us to offer a comprehensive and







**ENGINEERING RESOURCE ASSOCIATES, INC.**

Consulting Engineers, Scientists & Surveyors

[www.eraconsultants.com](http://www.eraconsultants.com)

## Engineering Resource Associates, Inc. Company Profile

Engineering Resource Associates, Inc. (ERA) is a consulting firm providing civil engineering, structural engineering, environmental science and surveying services to clients throughout Illinois, Indiana and Wisconsin. Our diverse clientele includes municipalities, park districts, forest preserves, sanitary districts, county agencies and state agencies. We have more than 25 years of experience identifying and working with a wide variety of local, state and federal funding sources. Our staff of 28 professionals includes licensed engineers, structural engineers, surveyors, environmental scientists, certified floodplain managers and CAD/GIS specialists.

Our firm specializes in providing comprehensive services throughout the planning, design and construction phases of engineering and environmental assignments. The following is a partial listing of the primary types of projects that have been successfully completed by our firm.

- **Recreational Projects** - Riverwalks, Golf Courses, Regional Trails, Community Parks, Dog Parks, & Sledding Hills
- **Environmental Projects** - Wetland Facilities, Stream Bank Stabilization, Best Management Practices and Natural Area Restoration
- **Transportation Projects** - Roadways, Intersections, Utility Relocation / Designs, Permitting, Traffic Signals, Lighting, Streetscape, and Parking Facilities
- **Construction** - Bidding Assistance, Construction Layout, Observation, Documentation and Administration
- **Structural Projects** - Bridges, Retaining Walls, Dams, Levees and Buildings
- **Water Resource Projects** - Hydraulics/Hydrology Analysis, Master Plans, Watershed Studies, Ordinance/Guidance Manuals, Storm/Sanitary Modeling, Floodplain Mapping, Stream Restoration, Levee Certification and CRS Services
- **Infrastructure Projects** - Sanitary Sewers, Storm Sewers, Water Mains and Pumping Stations
- **Surveying and Mapping Projects** - Topographic Surveys, Boundary Surveys and GIS Services
- **Site Development** - Municipal Facilities, Education, Healthcare, Commercial and Residential



### Office Locations

- **Warrenville**  
3s701 West Avenue, Suite 150  
Warrenville, IL 60555  
Phone: (630) 393-3060
- **Chicago**  
10 S. Riverside Plaza  
Suite 875  
Chicago, IL 60606  
Phone: (312) 474-7841
- **Champaign**  
2416 Galen Drive  
Champaign, IL 61821  
Phone: (217) 351-6268

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### Primary Contact

John Mayer, PE, CFM  
Project Manager  
Phone: (630) 393-3060  
Fax: (630) 393-2152  
Email: [jmayer@eraconsultants.com](mailto:jmayer@eraconsultants.com)



# 2

## Project Approach

Approach  
Schedule with Key Milestones



# Approach

The Orland Park Nature Center will be a beautiful and unique destination for the community. **Upland Design**, landscape architects, along with **Engineering Resource Associates**, wetland specialists, civil, structural and electrical engineers, will realize the master plan and bring this new dynamic facility to life. The new facility will create living classrooms to host education programs for topics such as sustainable strategies, native plants, wildlife and green infrastructure.

To transform this site into a natural refuge, the following objectives and project elements are proposed in the RFP. Working together, Upland Design will use these key objectives as a base for the most sustainable and cost effective facility possible.

This phase will include:

- Creating a welcoming accessible site
- Provide new permeable paving
- Incorporate looped trails and boardwalks
- Design flexible and functional educational spaces and outdoor classrooms
- Encourage native plant communities with restored prairie and enhanced wetlands
- Utilize green infrastructure techniques for sustainable development that can also be used in education programs
- Realize the approved Master Plan into an exciting new facility.

A Four Phase Approach is suggested:

Phase I - Preliminary Engineering Documents:

Phase II - Construction Document Preparation and Permitting:

Phase III - Bidding Assistance

Phase IV - Construction Observation (Optional Service)

# Schedule

		January	February	March	April	May	June	July	August	September	Fall 2016 - Spring 2017
<b>Phase I Preliminary Engineering</b>		<b>January - April 2016</b>									
1.0	Site Survey, Tree Information & Wetland Delineation										
1.1	Site Visit and Kick-Off Meeting										
1.2	Preliminary Engineering Documents										
1.3	Permits										
1.4	Preliminary Cost Estimate										
1.5	Owner Review Meeting										
1.6	Plan Updates										
1.7	Plan Commission, Board & Stakeholder Meetings										
<b>Phase II Final Engineering Drawings and Permitting</b>		<b>May - August 2016</b>									
2.0	Final Engineering Plans, Specifications & Estimate										
2.1	Stormwater Drainage and Detention Design										
2.2	Lighting Design										
2.3	70% Review Submittal										
2.4	Permit Application Preparation & Submittal										
2.4	100% Submittal										
<b>Phase III Bidding</b>		<b>September 2016</b>									
3.0	Answer Questions										
	Addenda										
	Questions and call references										
	Bid opening										
	Bid tabulation and recommendations										
<b>Phase IV Construction Administration - Optional</b>		<b>Fall 2016 - Spring 2017</b>									
4.0	Construction Site Visits										
4.1	Project Close Out										
4.2	As-Built Survey & Measurements										







# 3

## Project Scope

Phase I - Preliminary Engineering Documents

Phase II - Final Engineering Drawings and Permitting

Phase III - Bidding Assistance

Phase IV - Construction Observation



# Phase I - Preliminary Engineering Documents

## 1.0 Site Survey, Tree Information & Wetland Delineation:

The Village will supply the existing topographic base map and the design team will utilize this information for the project construction documents. ERA, Inc. will perform survey work to supplement the existing base plans provided by the Village and update based on the IDOT widening, revised entry drive on Lagrange Road and gather tree information. Simultaneously, a wetland delineation will be completed by ERA staff and incorporated into the survey.



**1.1 Site Visit and Kick-Off Meeting:** A site visit with Village staff and the consultant team will take place to review existing conditions and discuss the current and future project components. During this meeting the schedule and proposed milestone dates will be discussed. (1 meeting)

**1.2 Preliminary Engineering Documents:** Based on the existing master plan, the design team will undertake design development to create preliminary engineering documents. A layout plan of proposed amenities will be prepared along with preliminary storm water detention design based on the updated survey, tree information, and wetland delineation. Proposed elements and materials will be defined with photos, sketches, details and cut sheets as appropriate. Elements of the design development plans include the following:

### Layout of Paving and Project Amenities:

- Trails and Boardwalk
- Permeable Vehicular Parking and Entry Drives
- Outdoor Gathering Spaces – Gardens, Seating and Classrooms
- Stormwater Detention Area(s)
- Retaining Walls west of stage and at parking lot as necessary
- Site Furnishings
- Security Lighting
- Utilities for the Stormwater Drainage System

### Grading

- Fine and Mass Grading
- Incorporation of Stormwater Drainage System
- Protection of Floodplain Areas

### Landscape

- Gardens
- Bio-swale and Wetland Plantings for Wetland/Mesic Zone and Prairie Zone
- Lawn and Prairie Restoration
- Tree Plantings
- Protection of Existing Trees where possible

**1.3 Permits:** necessary for completion of the project will determined during this phase. Preliminary meetings and/or phone calls with agencies will be completed as necessary. (Up to 2 Agency Meetings)



**1.4 Preliminary Cost Estimate:** The design team will prepare estimated costs based on the proposed project amenities, utilities, detention requirements, and landscaping. Cost estimate will be reviewed with the Village to determine budgetary needs.



**1.5 Owner Review Meeting:** Design development layout, materials and costs will be presented to Staff for review. Adjustments will be made based on comments, budget, and direction given at the meeting. (1 meeting)

**1.6 Plan Updates:** The design team will utilize the directions given at the review meeting to revise preliminary documents which will be the basis for construction documents. Preliminary engineering including layout, grading, sections, details and preliminary landscape plan shall be included. Documents will be prepared for presentation. (1 meeting)

**1.7 Plan Commission, Board & Stakeholder Meetings:** Approval will be obtained for the preliminary engineering documents from the Plan Commission, Village Board and Stakeholders before final engineering plans are completed. Public input may also be sought at this time and will also be considered. Based on input and staff review, layout and materials will be updated to reflect the desires of the community. (Up to 2 Meetings)



# Phase II - Final Engineering Drawings & Permitting

**2.0 Final Engineering Plans, Specifications & Estimate:** After approval of the preliminary engineering plans and estimated costs, construction documents will be prepared for permitting, bidding and construction. The documents will be completed at no less than 1" = 30' scale. An updated cost estimate will also be prepared for each review submittal. Final engineering documents will address the following:

- Title Sheet, Notes
- Existing Conditions,
- Tree Preservation, Demolition, & Construction Staging
- Site Layout / Dimensions
- Site Grading
- Utility, Detention and BMP's
- Erosion and Sediment Control
- Lighting
- Landscape
- Construction Details
- General Notes and Legends
- General & Technical Specifications
- Itemized Proposal Form with Quantities



**2.1 Stormwater Drainage and Detention Design:** As part of the development, stormwater drainage and detention will be designed for the proposed improvements. A report with drainage and detention calculations for swales, storm sewers, BMP's and stormwater detention will be provided.

**2.2 Lighting Design:** Lighting will be designed to provide site security lighting. Sustainable fixtures will be proposed and connection to existing electrical service on site will be included in construction documents. The site is to close at dusk, so no event or trail lighting is proposed.

**2.3 70% Review Submittal:** At 70% completion, construction documents and the updated cost estimate will be submitted to the Village for review. A review meeting will be scheduled and review comments will be incorporated into the documents. (1 meeting)

**2.3 Permit Application Preparation & Submittals:** The following permits are expected to be part of the project and will be prepared and submitted by the design team:

- MWRD - Watershed Management Permit
- IEPA - Notice of Intent
- USACE - Wetland Delineation Verification
- Village of Orland Park - Building Permit
- IDOT & FEMA Permitting, CLOMR/ LOMR -letter of map revisions are not anticipated & not included
- IDNR - permit as required

Permitting will be completed concurrently with the last weeks of engineering drawing preparation. Permits will be submitted simultaneously for the current proposed project. The team will coordinate with permit agencies and respond to agency comments.

**2.4 100% Submittal:** Once permitting is complete, the construction documents are finalized for public bidding and include a bid proposal form. Twenty sets of the completed plans and specifications will be delivered to the Village for distribution. A digital file will be submitted as well. (1 meeting)

# Phase III - Bidding Assistance

**3.0 Bidding Assistance:** The Village will place bid advertisements in a local newspaper and will distribute bid documents.

The design team will notify potential contractors and will be available to answer contractor questions during bidding. Addenda will be prepared as necessary.

A bid tabulation template in excel format will be prepared by Upland Design who will attend the bid opening and tally bids submitted to the Village. The design team will assist with bid reviews and check contractor references. Afterwards, an award recommendation to the Board will be prepared and submitted to the Village. (1 meeting)



## Deliverables:

- Updated Survey
- Wetland Delineation Report
- Tree Information per Village code for developed areas
- Preliminary Engineering Documents and Cost Estimate
- 70% Review Set – Construction Plans, Specifications, Bid Form and Costs
- 100% Final Engineering Documents – Construction Plans, Specifications, and Bid Form, and Engineers Estimate
- Permit Applications as noted herein
- Bid Tabulation and Contractor References

The Design Team will not be responsible for the following: Plat of Survey, LEED or Sustainable Sites Certifications, Adjustments or Improvements to the Building; Hazardous and/or Material Testing; Construction Layout; Construction Scheduling or Work, Archeological Services, FEMA map revisions, items marked future on master plan, Permits Fees and Permits not specifically noted herein.





# Phase IV - Construction Observation - Optional

**4.0 Construction Site Visits:** As an optional service, Upland Design along with ERA will attend site visits during the project construction as part of these services. Generally they will include a pre-construction meeting, weekly review meetings and punch list walk thru. Meeting times may be adjusted as construction schedule and need dictates.

A site visit report will be made for each visit and forwarded to the Village and the Contractor.

A final walk through with substantial completion letter will be prepared when all punch list items have been completed by Upland Design.



24 visits are included. Additional visits may be completed at a per visit rate as approved by the owner.

During Construction, a project manager will be available to answer questions, review of Contractor submittals, requests for information and pay applications . Review prevailing wage submittals is by the Village.

**4.1 Project Closeout:** The design team will review closeout documents prepared by the contractor to ensure the owner has all necessary materials.

**4.2 As-Built Survey & Measurements:** ERA will prepare an as-built survey, Upland Design will review the final as built document and the survey will be submitted to the owner in autocad format as well as PDF version. One digital CD will be submitted and one paper copy.



# 4

## Design Experience

Peck Farm Interpretive Center  
Spring Lake Community Park  
Irons Oaks Environmental Learning Center  
Ellis Equestrian Center & Baker Woods  
Brentwood Park Master Plan





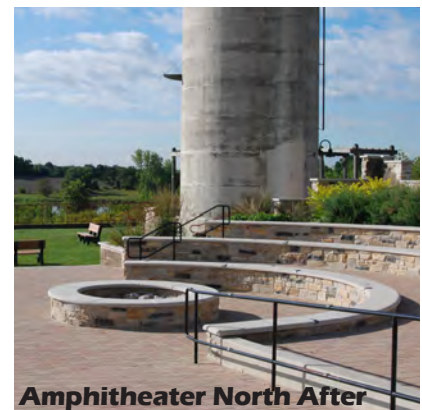
**Amphitheater South After**



**Amphitheater South Before**



**Amphitheater North Before**



**Amphitheater North After**

Project Name: **Peck Farm Interpretive Center**

Location: Geneva, Illinois

Client: Geneva Park District  
 Larry Gabriel, Supt. of Parks  
 710 Western Ave.  
 Geneva, IL 60134  
 Ph: 630-232-4542

Project Dates:  
 Design Fall, 2008  
 Bid Winter, 2008-09  
 Completion Summer, 2009

Total Project Cost: \$170,000

**Description:**

Peck Farm has become a community treasure with its historic farmstead, native prairie and wetlands. Over a five-year span, Upland Design has assisted with site improvements including planning, bidding and construction observation for a large wetland deck, permeable paving amphitheater, and renovation of the butterfly house and garden.

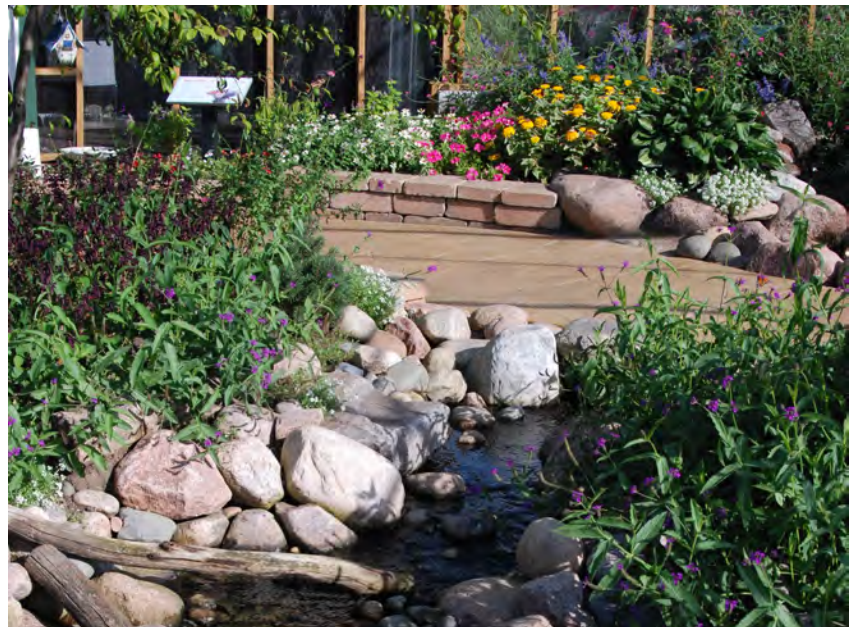
The most recent project is an outdoor theater, fire pit and meeting space. The theater design is structured with limestone seat walls that face a reestablished prairie. Permeable concrete pavers were used to clean and cool rain water before it enters the prairie. Careful attention to detail was taken to match the existing brick colors of the site. Native perennials were selected as a backdrop to the new outdoor theater for both their low water needs and natural fit into the site. The new amenity has brought more users to the site with many shelter rentals and programs.

**Services Provided by Firm:**

Project Lead, Design Development, Construction Documents, Permitting, Bidding, Subconsultant Coordination, Construction Observation







Drainage Swale Butterfly Garden





**Description:**

Fox Valley Park District undertook a major renovation of this 30 year old community park as part of a district wide improvement plan. Upland Design led the design team of landscape architects and engineers to implement the master plan, develop construction documents, obtain permits and get the project built.

Design development included positioning green elements to work on improving the 20 acre, on-stream detention lake within the park. This was done while incorporating recreational opportunities on the lake including fishing and boating. An important component is the cleansing of parking lot run-off through bio-swales and rain garden areas prior to entering Spring Lake detention area. Because of the complex nature of working on a navigational water, permitting was coordinated with six agencies including the U.S. Army Corps of Engineers. Green elements include:

- 68-Car Permeable Paving Parking Lot
- Interpretive Signage
- Rain Gardens and Bio-swales
- Native Planting
- Recycled Content in Furniture

An Illinois Department of Natural Resources grant assisted the Park District with the construction cost. Park components beyond the green elements include:

- Multi-use trails
- Fishing Pier
- Boat Dock and Boat Ramp
- Community Picnic Shelter
- Rest room and Storage Building
- 2-12 Year Old Boat Themed Playground
- Soccer fields
- Backstop
- Half Basketball Court

Project Name: **Spring Lake Community Park**

Location: **Aurora, Illinois**

Client: Fox Valley Park District  
 Jeff Palmquist, Dir. of Planning  
 101 W. Illinois Avenue  
 Aurora, Illinois 60506  
 Ph: 630-897-0516  
 email: jpalmquist@fvpd.net

Project Dates:  
 Design May, 2008  
 Bid October, 2008  
 Completion October, 2009

Total Project Cost: \$1,399,652



**Services Provided by Firm:**

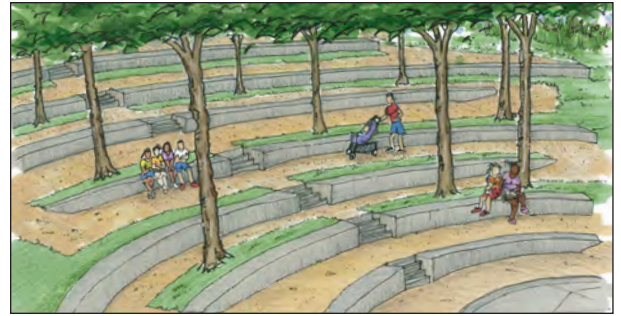
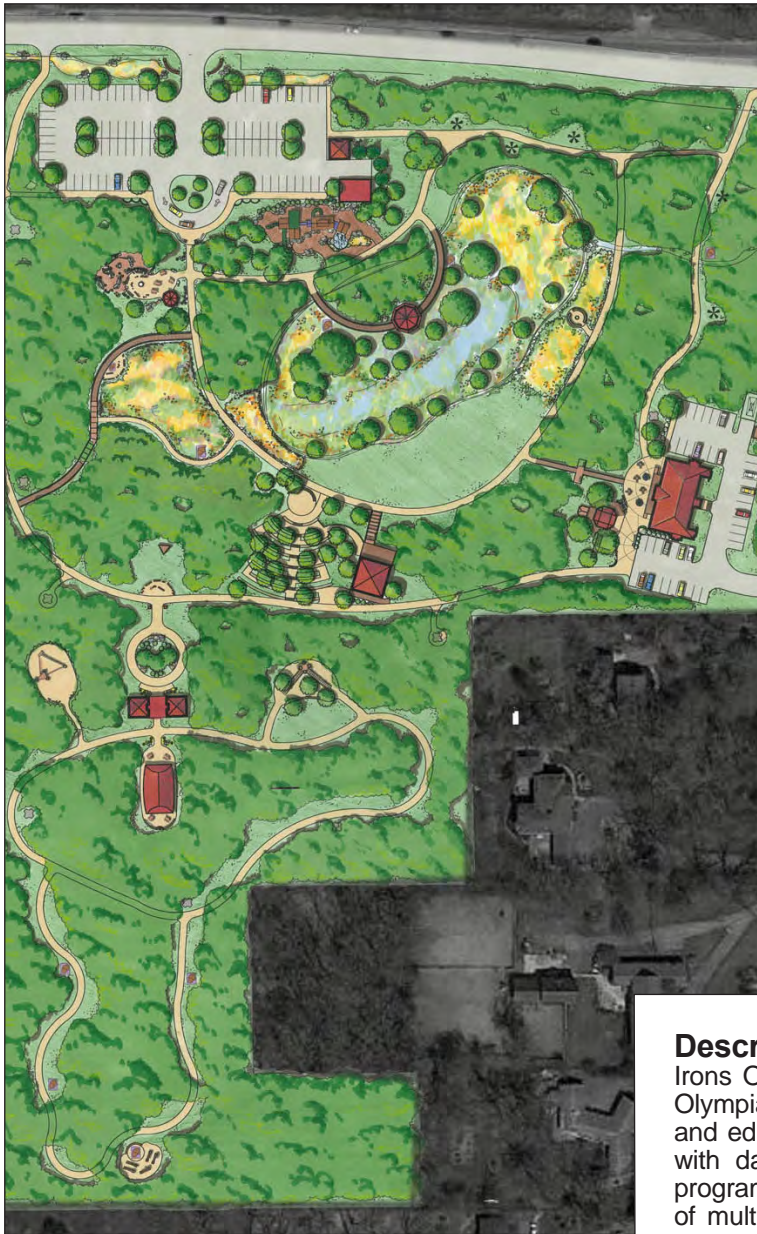
Project Lead, Design Development, Cost Estimating, Construction Documents, Permitting, Bidding, and Subconsultant Coordination.





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 Landscape Architecture & Park Planning  
 564 W Randolph St, Chicago, Illinois 60661  
 24042 Lockport St, Plainfield, Illinois 60544  
 815-254-0091 www.uplandDesign.com





Project Name: **Iron Oaks Environmental Learning Center Master Plan & Phase I Construction**

Location: Olympia Fields, Illinois

Client: Cheryl Vargo, Manager  
Iron Oaks  
20000 Western Avenue  
Olympia Fields, IL 60461  
Ph: 708-481-2330  
cvargo@hfparks.com

Project Dates:  
Master Plan Begin  
Completion January, 2014  
Estimated Cost: July, 2014  
\$3.5 million



**Description:**

Irons Oaks, a joint project of the Homewood–Flossmoor and Olympia Fields Park Districts, combines adventure, recreation and education at the 40 acre nature center in Olympia Fields with day camps, adventure course workshops, and nature programs to the greater Chicagoland community. With the help of multiple input sessions including a values based planning approach, Upland Design developed a master plan guided by the experienced Irons Oaks staff and dedicated volunteers.

The master plan’s focus is strongly led by the site’s existing natural hydrology and topography. To help entice community members to visit the site, a new Nature Based Play Area is located near the parking lot. The play area focuses on introducing users to the site and nature. Utilizing the natural ravine, a Look Out Tree House creates an exciting entrance for visitors.

**New Elements Include:**

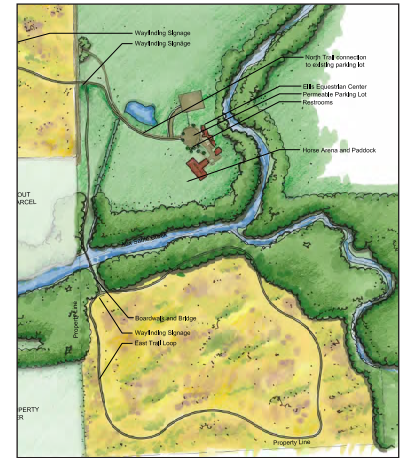
Amphitheater, Community Shelter, Overlook Deck, Outdoor Classrooms, Council Ring, Event Plaza, Additional Parking, Trails and Boardwalk, Restrooms, Wayfinding and Entry Signage

Upland Design’s recommendations were environmentally sensitive and highlighted the site’s natural ecosystem. The overall design concept is to maximize active space for programming needs while enhancing the natural systems, inviting the public to use the site while improving accessibility.

**Services Provided by Firm:**

Project Lead, Community Visioning, Master Planning, Cost Estimating, Phasing, Phase I Construction Documents





Project Name: **Ellis Equestrian Center and Baker Woods Forest Preserve**

Location: Minooka, Illinois

Client: Kendall County Forest Preserve District  
 Jason Pettit, Former Director  
 110 West Madison  
 Yorkville, IL 60560  
 Ph: 630.723.9850

Project Dates  
 Master Plan February 2008  
 Completion: Fall 2012

Project Cost: \$1.2 Million  
 over three phases

**Description:**

As part of the 400-acre Baker Woods Forest Preserve, the Kendall County Forest Preserve District acquired a private residence and horse facility. Upland Design created a master plan for the conversion of the private horse facility to a public equestrian facility. Plans outlined phasing and grant opportunities for the site improvements.

After board approval of the master plan, Upland Design prepared construction documents and assisted with bidding and construction observation on the multiple phases. Three phases of site improvements are now complete.

**Amenities include:**

- Permeable Paving Parking Area
- 36' x 48' Storage Building and Restroom Building
- Accessible Walks & Wayfinding Signage
- Seating and Picnic Areas
- Two mile long trail loops
- Boardwalk through wetland
- 150' Truss Bridge across Aux Sable River
- Stormwater Detention
- Prairie Restoration
- Informational Kiosk and Wayfinding Signage

**Services Provided by Firm:**

Project Lead, Design Development, Construction Documents, Permitting, Bidding, Subconsultant Coordination, Construction Observation





## Overlook Enlargement



Project Name: **Brentwood Park Master Plan**

Location: Glen Ellyn, IL

Client: Butterfield Park District  
 Dr. Larry Reiner  
 Executive Director  
 21 W 730 Butterfield Road  
 Lombard, IL 60148  
 (630) 858-2229  
 larry@butterfieldpd.com

Project Dates:  
 Design March, 2015

Completion June, 2015

Total Project Cost: \$843,000

### Description:

Brentwood Park is a neighborhood park with a drainage creek providing a northern boundary, an aging playground and plenty of potential. Butterfield Park District brought Upland Design in to create a new vision for the park.

The design team led public open houses and after web based comment sessions were completed, Upland Design collated data from staff and stakeholders to design a park focused on nature education. New improvements include:

- Nature based play area
- Interpretive Outdoor Classroom and Overlook Deck
- Shelter and picnic areas.
- Interactive creek water feature
- New and updated trails systems
- Enhanced wetlands
- Sled hill

Upland Design teamed with Engineering Resources Associates, Inc. (ERA), who delineated the wetlands on site and provided permitting insight. The master plan was finalized and OSLAD grant documents prepared for state submission.



### Services Provided by Firm

Project Lead, Site Master Plans, Cost Estimating Grant Writing

# 5

## Resumes

### **Upland Design**

Michelle Kelly  
Heath Wright  
Liz Dafoe  
Maria Sovan

### **ERA**

Erin Pande  
John Mayer  
Jake Wolf







# Michelle A. Kelly

## Principal Landscape Architect

### Registered Landscape Architect

Illinois # 157-001002, Michigan # 3901001226

**Certified Playground Safety Inspector** - since 1995

**LEED Green Associate**

**Education:** Bachelor of Landscape Architecture with High Honors  
University of Illinois at Urbana-Champaign, 1992

### Professional Activities:

American Society of Landscape Architects

National Park and Recreation Association

Lambda Alpha Ely Chapter

Midwest Institute of Park Executives

Plainfield Township Park District Board of Commissioners, 1997-2011

**Experience:** Michelle has been creating parks and designing public open space for the past 20 years. From public meetings through design development and construction observation, she succeeds in creating great outdoor opportunities for each community. Her professional work includes park master planning, water access, IDNR OSLAD grant implementation, sustainable sites, children's play areas, forest preserve development, parking lot design, and municipal building landscapes.

### Spring Lake Park

Fox Valley Park District

Spring Lake Park is a 34 acre community park site located in Aurora, Illinois. With an IDNR OSLAD grant, the park was transformed to embrace the lake, create sustainable infrastructure, and provide new recreation. Michelle led the design team for development, construction documents, permitting and bidding. Sub-consultants included civil, electrical and structural engineers. The park amenities now include a boat dock, fishing pier, picnic shelter, rest room, 70 car permeable paving parking lot, rain garden, native plantings, playground, backstop, half basketball court and walking loop. Permits include IDNR, USACOE, KDWCD, & City of Aurora.



### Four Rivers Environmental Center

Forest Preserve District of Will County

This 78-acre peninsula was purchased by the Forest Preserve to create a new preserve. With many existing trees and natural areas on site, Michelle led the site analysis, master planning and construction documents. Site analysis included identifying high quality trees and forested areas to save a protect. The site planning protected large oaks, provided outdoor learning areas and established new natural areas within the large site.

### Blackberry Farm Master Plan & Phase I Construction

Fox Valley Park District

This 64 acre history and farm themed amusement park has been part of the Fox Valley Park system for over 40 years. Michelle led the Upland Design team and coordinated numerous consultants to create a new master development plan and reference book. A phasing plan with detailed costs was created. Phase I work includes a boat house shelter, boat dock, new pavilion, restrooms, event plaza and pedal tractor area. Phase I construction was led by Michelle and included IDNR, USACE, County and City of Aurora permitting.



### **Lake Katherine Nature Center and Botanic Garden Master Plan**

Palos Heights, Illinois

Michelle led the Upland Design team to create a master plan for this 100 acre public site along the Cal-Sag Channel in Palos Heights. Working closely with the staff as well as a dedicated focus group, the master plan along with development guidelines was created over a number of months. As the plan took form, a public open house assisted in gaining community wide input. The final document, a 54 page book, guides the future of Lake Katherine to become the foremost environmental learning destination Chicago's southern suburbs. Michelle has assisted with the first two phases of implementation of the master plan as well.

### **Morrill and Leland Elementary School: Sustainable School Sites and Playgrounds**

Chicago, Illinois

Michelle coordinated with the architecture and engineering team to renovate the outdoor spaces and playgrounds at two school locations for the Chicago Public Schools. Each school was awarded a grant from the MWRD and the City of Chicago to model sustainability on their site while improving the outdoor learning environment. Michelle assisted with accessibility improvements and developed the play equipment and site amenities layout for the construction documents. She worked closely with the civil engineers to combine native plantings, outdoor gardens, permeable paving, bio-swales, seating areas and play equipment into the overall sustainability solutions to meet CDOT and MWRD standards.



### **Wapella Street Park**

Village of Minooka

With funding from an IDNR OSLAD grant, Michelle led the development of a new park site for the Village. Park elements include a large community pavilion, permeable paving parking lot, nature themed playground, splash pad, disc golf course, walking loop with fitness stations, three soccer fields and a sled hill. The nature playground includes a large rock boulder area for playing, a vine tunnel, tree house play structure, climbing wall. The playground and parking lot are surrounded by a new rain garden and the required storm water detention has a native prairie.

### **Sandholm Woods Park and Garden**

Geneva Park District

Sandholm Woods is a renovated park and garden developed in a historic neighborhood in Geneva. Michelle lead the Upland Design team by creating areas with passive open space elements that would bring out the curiosity and wonderment of the plant world. Elements include a maze garden, contemplative sculpture garden, a garden walk through vine tunnels and entry garden. Storm water is being guided to a permanent rain garden incorporated into the site.

### **Irons Oaks Environmental Learning Center Master Plan**

Olympia Fields, IL

Michelle led the team that was brought in to create a master plan and phasing strategy that would help guide growth and development of the over 40 acre site. The master plan includes parking improvements, circulation routes, accessibility and new amenities to help attract visitors. Upland Design led multiple brainstorming and stakeholders meetings to get community input and address concerns. The final project included site inventory, analysis, master plan, cost estimate, phasing strategies, and grant suggestions.





# Heath A. Wright

Principal Landscape Architect

## Registered Landscape Architect

Illinois #157-000994 Michigan # 3901001231

**Certified Playground Safety Inspector - since 1999**

**Education:** Bachelor of Landscape Architecture  
University of Illinois at Urbana-Champaign, 1992

### Professional Activities:

- American Society of Landscape Architects
- Village Preservation Association, Plainfield, Illinois
- Midwest Institute of Park Executives Member
- Association of Bicycle & Pedestrian Professionals
- Founding Member: Village of Plainfield Historic Preservation Commission 2004- 2012

**Experience:** Heath has been instrumental in the implementation of a wide range of landscape architectural and planning projects including forest preserve development, multi-use and recreational trail systems, play grounds, natural areas, and park renovations. With over 20 years experience working on public sector projects he has the expertise necessary to coordinate all size projects. At Upland Design, Heath has led the creation of construction documents and oversight of construction administration on many complex projects. Prior to working at Upland Design, Heath was the Bolingbrook Park District's project manager.

### Hoover Forest Preserve Master Plan & Development

Kendall County Forest Preserve District  
Heath lead the Upland Design team preparing a master site plan for public access to this former Boy Scout Camp site. The plan included trails, overlook decks, new rest rooms, multiple camping areas, parking and bio-swale. Once created, an IDNR OSLAD grant was sought and awarded. Construction documents and construction observation then took place. Heath lead the on-site construction of this sensitive site endangered plants, State regulated wetlands, and archeological sites.



### Jay Woods

Kendall County Forest Preserve District  
In preparation for an OSLAD Acquisition grant application, Heath guided a master plan for Jay Woods site in Kendall County. The site straddles a roadway and includes wooded areas, creek, and farmed open space. Additionally, the site has many high quality native species and remnants of a farmstead. With an acquisition grant awarded, the District applied for a second OSLAD grant for development of the site. Once awarded, Heath led the Upland Design team to create construction documents for the site including parking, picnicking, trail systems, stone seat walls, overlook deck, fire ring, and establishment of prairie areas. Heath continued with permitting, bidding, construction observation and project closeout.



### Peck Farm Overlook Deck

Geneva Park District  
Adding to the natural areas at Peck Farm Park, a new overlook deck and outdoor classroom were designed by Heath. The deck highlights the site by creating views to the historic farmstead, wetlands and large pond. The sighting of the deck was sensitive to native vegetation and existing wetlands. The deck design was an exercise in expanding green elements at Peck Farm with recycled materials for the decking and rails. The deck is fully accessible for all users and many school groups and recreation programs make the deck their meeting spot.



## **Batavia Riverwalk Deck and Boardwalk Renovation**

Batavia, IL

Working with Batavia Park District, Heath designed a new recycled lumber decking with decorative and functional guardrails to replace an aging boardwalk along the Fox River while protecting the natural environment. The new decking and railing gave the boardwalk system a much needed face lift while creating a lower maintenance system. Heath assisted the Park District to select the best system for their needs while utilizing the existing footings to better manage budget constraints.



## **Old Plank Road Trail- Phase II**

Forest Preserve District of Will County

The Old Plank Road Trail is a 20.1- mile non-motorized facility located between Park Forest and Joliet. Heath, the project manager for the Forest Preserve District led the construction of a 3.3 - mile asphalt trail extension from Hickory Creek Junction at Route 30 to Cedar Road in New Lenox, an asphalt parking lot with 42 spaces, the repair of two bridges, installation of signage and landscape plantings. The parking lot was enhanced with signage and has become a trailhead location.

## **District One - Landscape Projects**

Illinois Department of Transportation

Heath, as project manager, assisted the Illinois Department of Transportation with landscape projects in District One during a four year contract. Projects include removal of invasive species, maintenance of the right of way, removal of dead trees, selection of new tree and shrub plantings and GIS mapping of both existing conditions and maintenance tasks for Will and southern of Cook County. The project includes working with IDOT staff, engineers, contractors, sub-contractors and the general public.

## **Richard Young Forest Preserve**

Kendall County Forest Preserve District

After acquiring this high quality woodlands, Upland Design was brought in to create a sensitive design that provided public access while maintaining the delicate ecosystem. Heath led the development of a master plan, OSLAD grant submission and construction documents. The improvements include community picnic shelter, trails, restrooms, council ring, overlook deck, interpretive signage and parking lot. The project won an IDNR award for Design.



## **Prairie Trails Park**

Bolingbrook Park District

Prairie Trails Park is a community park developed on the south side of Bolingbrook to serve a growing population. Heath led the design of this park expansion project along with the construction documents and construction observation. The project was partially funded through the IDNR OSLAD grant program. The project brought tennis, basketball, picnicking, parking and a 2-12 year old playground to the site. The playground highlights butterflies in the panels while attracting real native Illinois butterflies with perennials, shrubs and trees for a natural setting that kids can run through.

## **Gateway Wetlands Custom Playground & Boardwalk**

Bolingbrook Park District

This custom playground consists of a tree house theme set against the backdrop of Illinois wetlands. The site is surrounded by mature trees which were saved with the help of a boardwalk entry to the playground. The playground includes a log slide and seating, cat tail shaped spinners, climbing rocks and a tunnel in the middle of the tree house. Heath led the design development and construction documents for this project. During the project, adjacent wetlands were protected and highlighted.



# Liz Dafoe

**Project Manager and Landscape Designer**

**Certified Playground Safety Inspector**

**Education:** Bachelor of Landscape Architecture with Honors  
Michigan State University, 2006

**Professional Activities:**

American Society of Landscape Architects, Illinois Chapter

**Experience:** Liz's work has centered around park and recreation design for the past nine years. Her experience includes park and playgrounds design, natural area access, grant assistance, accessibility audits, transition plans, and OSLAD implementation. She has completed park development from concepts through construction for a variety of sites and communities. Throughout her career, Liz has brought her love of play to work.

**Irons Oaks Environmental Learning Center, Master Plan and Phase 1 Construction**

Olympia Fields, Illinois

Irons Oaks, a nature center on the southeast side of Chicago, had been developed from previous residential sites and natural woodlands. Liz worked with staff and park district leaders to create a cohesive plan to further develop the Center into a destination for the area and update the facilities. Improvements include new play areas, parking, gathering and educational spaces as well as a stage and amphitheater for event programming. After approval of the master plan, Liz created construction documents for Phase I including a new welcome plaza, programmable gathering space behind the main office parking improvements and rain gardens. This project is being permitted.



**Fox River Native Shoreline Landscape at John Hill Park and McNamee Park**

Carpentersville, Illinois

Liz created an impressive native landscape restoration along the Fox River for the Village of Carpentersville. Native plant material was specified that would survive and thrive near the river. A detailed plant layout was designed to create an inspiring garden corridor to provide year round color of trees, ornamental shrubs, perennials and grasses along the river and eliminate existing invasive plant species like buckthorn. The project specifies over 3,000 plants and included bank stabilization, fishing areas and picnic space. Liz and project engineers worked with USACOE and local agencies to move the project from permitting through construction.



**Mini Golf Plaza Renovation**

St. Charles Park District, Illinois

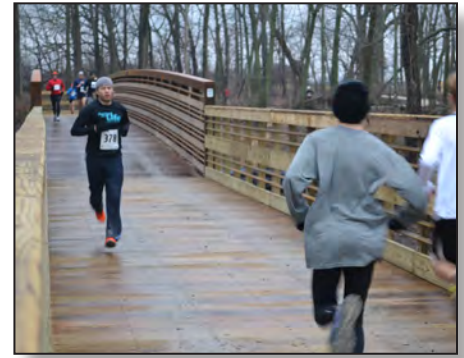
Within Pottawatomie Community Park, along the Fox River, an active plaza space adjacent to a mini golf course was in need of a accessible update and face lift. Liz created and presented the Park District with several concepts that had inviting gathering spaces. A final concept was selected and construction documents were prepared for bidding. The new plaza was constructed with new planting beds, benches, lighting, and tables that are fully accessible.



### **Baker Woods Trail and Site Improvements**

Kendall County Forest Preserve District

KCFPD hired Upland Design to prepare construction documents for the development of multiple phases of site development for public use. Liz developed plans, construction and permit documents. The project included over two miles of trails and boardwalk along with wayfinding signage, an equestrian friendly bridge over the Aux Sable Creek, and connections to an existing equestrian facility run by the Forest Preserve. Additionally, the site hosts events such as a Reindeer 5K Run, wedding events and family reunions. Elements created to support these uses include permeable parking lot, accessible walks, and restrooms.



### **Carpenter Park Master Plan, OSLAD Grant & Phase I Construction**

Carpentersville, Illinois

Working with the Village of Carpentersville on their landmark park, Upland Design created a park master plan and sought an OSLAD grant for the Village. Liz led several public input sessions to help develop park amenities that fit the Villages needs as well as work with floodplain of the nearby creek. The final plan includes a new playground, accessible picnic areas, new public shelter, bike trails and gathering spaces and new sensory garden at the existing war Memorial. Additionally, sustainable features were added to the site with a rain garden and bio-swales.



### **Hiawatha Park Playground Renovation and Splash Pad**

Chicago, Illinois

Liz designed a custom playground for the community on Chicago's Northwest side. The new playground incorporated accessible ramped structure and an exciting loop of climbing and sliding play to keep kids interested and active. A new shade structure and picnic tables added to the family experience. A new water conserving splash pad replaced the older water play area. Liz developed construction documents, permitted with the City of Chicago,

assisted with bidding and provided construction observation for the project.

### **Health Science Center Bio-swale & Landscaping at Black Hawk College**

Moline, Illinois

Working with architects, Liz worked to created rain garden and landscape plan for a new Health Science Center at Black Hawk College in Moline, Illinois. Upland Design designed the space to handle the steep slopes and detention requirements of the site. The design also creates an interesting landscape for students and faculty who experience the site from both out and inside the facility. Plantings include a rolling rock river and bio-swale area, short grass native prairie, and native shade trees.

### **Kishwaukee Health and Wellness Center Site Master Plan**

Dekalb, Illinois

Upland Design assisted architects and the hospital staff in designing a new wellness center & outdoor space that will serve the community, patients and hospital campus staff. The new center includes a plaza with stone fountain, outdoor classrooms and teaching gardens. A natural rock climbing kids area, adult fitness grove, and group shelter overlooking the detention pond were designed to provide an engaging and active space for all ages. Liz developed concepts and presentation graphics through design development and cost estimating in preparation for funding and construction.





# Maria Sovan

Project Manager

Registered Landscape Architect

Illinois #157-001511

Certified Playground Safety Inspector - since 2009

LEED AP BD+C

**Education:** Bachelor of Landscape Architecture  
University of Illinois at Urbana-Champaign, 2008

**Professional Activities:**  
American Society of Landscape Architects, Illinois Chapter  
Slovenian Cultural Center, Volunteer

**Experience:** Maria's past and current work is focused on creating public spaces. Her project experience also includes comprehensive district-wide master planning as well as site design through construction for playgrounds and sports fields. Her career has been focused on serving public parks and recreation clients and she enjoys being involved in the creation of outdoor spaces.

## Sunrise Park and Beach Waterfront Master Plan

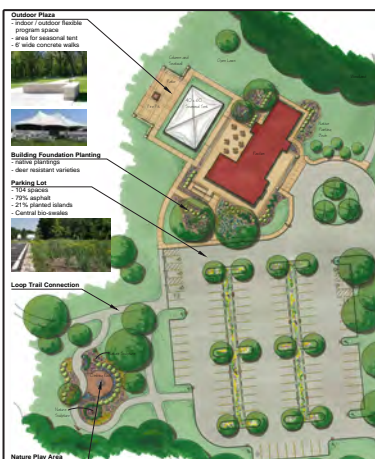
Lake Bluff Park District

As a member of the design team, Maria was key in bringing the new master plan to life for the Lake Bluff Park District. Maria provided research, site analysis and the creation of the presentation graphics. She also worked with the community and Park District to address all stakeholder input. She coordinated with architects and shoreline designers. A wide range of program elements were included and challenges met during the planning process. The final master plan and design guidelines were submitted and approved by the Park Board.

## Thatcher Woods Forest Preserve Renovation

River Forest, Illinois

Maria worked with the Forest Preserves of Cook County staff and the community to create a new master plan for Thatcher Woods and Trailside Nature Center Sites. The program solves drainage problems with new bio-swales by redesigning the existing parking lots. Accessible linkages to active camping and canoe areas along with increased connections to the Des Plaines River Trail system were added to provide the community better access. Interpretive signage was suggested to increase awareness of the native communities and river system. A new patio space with an extensive native ornamental plantings was designed to complement the historical pavilion and provide additional space for outdoor events. A phasing strategy for development was included.



## Lake Katherine Master Development Plan

Palos Heights, Illinois

Maria assisted in the creation of a master plan for this 80 acre public site along the Cal-Sag Channel in Palos Heights. She attended focus groups meetings and lead the in-house development of the master plan book. As the plan took form and conceptual sketches created, a public open house assisted in gaining community wide input. The final document is a fifty-five page book that guides the future of Lake Katherine on its way to becoming the foremost environmental learning destination in Chicago's southern suburbs. To the right are sketches prepared as part of the master development plan.



## University of St. Francis Permeable Parking Lot & Entry Sign

Joliet, Illinois

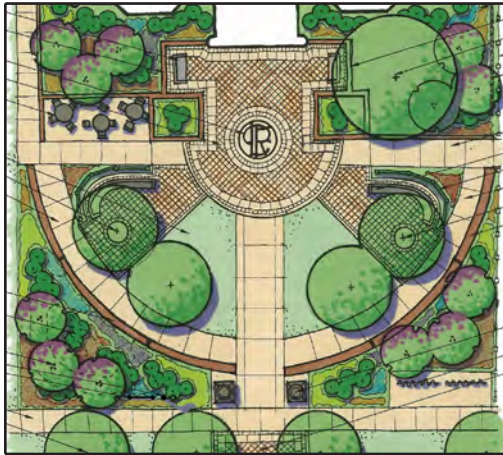
At the entry to the University of St. Francis campus, Maria led the design of a permeable paving parking lot along with a new entrance sign. The new sign was designed to match the 150 year old limestone building which acts as the campus gateway and visitor center. The parking lot of permeable concrete pavers drains into a new storm water detention basin designed to allow permeation into the ground during most rain events. New landscape plantings along Illinois Route 30 and Taylor Street for year round color soften the parking lot. The project also included an accessible drop-off area for visitors with bollards and lighting for safety.



## River Front Shelter

Batavia Park District

Maria created a set of plans and specifications for permitting, bidding and construction of a River Front Shelter in Batavia, Illinois. Plans included a new shelter, accessible walk and landscape plantings all with a view to the Fox River. Future phases will include an accessible walk to the existing multi-use trail.



## River Forest Public Library

River Forest, Illinois

Maria prepared concepts for the development of a sustainable outdoor entry garden at the River Forest Public Library. The plan expands the library to outdoor spaces defined by sensory plantings and materials. Both the planting and permeable paving materials were chosen to model sustainability practices. Areas for small group seating, ornamental planter pots, and sculpture area opportunities were also incorporated as part of the design. Sustainable ornamental LED lighting illuminates the site at night for evening events. A de-icing system was also installed to reduce maintenance and salt use in the winter at the permeable paving.

## Wynwood Park Redevelopment

Winfield, Illinois

To meet the growing needs of the community for this popular sports facility, Maria designed an updated playground, splash pad and gathering space as well as a new off-leash dog area. The improvements worked with the existing topography and floodplain and improved a rain garden on site that dealt with stormwater from the parking lot. A new 40' shelter was the center point of design surrounded by activities including batting cages, pickleball/badminton court, splash pad, playground, picnic area, basketball, and interpretive signage for the new rain garden. New custom playground was designed to challenge users of all ages that visit the site.

## Freedoms Path Veteran's Housing

Hines, Illinois

Upland Design designed a landscape plan and outdoor activity area for the Edward Hines Jr. Veterans Administration site to provide a welcoming outdoor recreation site for veterans and year round enjoyment. Maria led the creation of the construction documents for the project. The site consists of a fire pit, game table area and ornamental perimeter landscaping which helped create a sense of entry, buffer the nearby railroad tracks, and seasonal color. The project followed LEED selected criteria for basic landscape, reduce heat island effects, and permanent erosion controls.





**Erin R. Pande, PWS, CFM**  
**Ecological Services Director / Lead Environmental**



**Erin Pande** serves as ERA's Ecological Services Director. She has over 14 years of experience in environmental science. Her work experience includes wetland delineation and quality assessment; riparian environment assessment; water quality best management practice implementation; streambank and shoreline stabilization design; natural area mitigation / restoration design and regulatory permitting.

**Education/Registration**

- Bachelor of Arts Major Biology, Environmental Studies & Geology Minor Augustana College – 2001
- Professional Wetland Scientist – #1927
- Certified Floodplain Manager – IL-14-00661
- Lake County Stormwater Mgmt. Comm, Certified Wetland Specialist #C-083
- Kane County Stormwater Mgmt. Qualified Wetland Review Specialist W-049
- McHenry County Certified Wetland Specialist
- Rosgen Level I: Applied Fluvial Geomorphology

**Years of Experience**

- 14 years, 11 with ERA

**Featured Experience**

**Hoffman Park Improvements  
Butterfield Park District, IL | Ecological Services Director**

Ecological Services Director provided environmental services for the Hoffman Park improvements project funded by an OSLAD Grant. This is a 10 acre regional park facility provides ball fields, basketball and tennis courts, playgrounds, restrooms and walking track. Erin completed park upgrades utilizing the best management practices. The designs included a vegetated swale, green roof shelters and wetland delineation, which required coordination with IDNR-OWR, DuPage County, and USACE.

**Representative Projects:**

**Dorothy Drennon Park Redevelopment**, Oakbrook Terrace, IL – Ecological Services Director for environmental services for the construction of site improvements and redevelopment at Dorothy Drennon Park. The park development involved temporary impacts to the existing wetland buffer and required native planting mitigation. The design also involved several wetland creation areas to be used as an ecological education tool for the Park District. Inundation and duration levels were used to design the native plant strata throughout the wetland creation areas.

**Rathje Park Improvements**, Wheaton Park District, IL - Erin was the Project Manager for improvements in a 6.7 acre park in Wheaton, IL. Project elements include determination of sediment depths in ponds for dredging, shoreline stabilization design, structural evaluation, Best Management Practice design of bioswales, rain gardens, permeable pavers and forebays for the ponds. Project tasks include: topographic and bathymetric surveys, conceptual plan preparation, final design, permit applications, construction document preparation for competitive bidding, bidding assistance and construction observation and as-built surveying services.

**Lyman Woods Streambank Stabilization Project**, Downers Grove, IL – Ecological Services Director performed assessment of streambanks, erosion identification of areas dominated by no-native invasive species, wetland delineation, floristic quality and wildlife assessments and inventoried over 2,000 trees. She designed woodland restoration, bio-engineering and engineering streambank stabilization practices, prepared permitting, cost estimate and bid documents, She continues to provide vegetation monitoring and maintenance oversight for the project. Required permits included USACE, Village of Downers Grove, IDNR-OWR, Kane - DuPage SWCD and IHPA. The project received the Illinois Association of Park Districts (IAPD) Outstanding Conservation Award.



## Erin R. Pande, PWS, CFM

### Page 2

#### Professional Experience

- **Engineering Resource Associates, Inc.**  
Ecological Services Director/  
Environmental Specialist  
(2004-Present)
- **DuPage County Stormwater Management Division**  
Senior Environmental  
Technician  
(2001-2004)

#### Training

- Applied Fluvial  
Geomorphology, 2012
- Illinois Soil Classifiers  
Association - Hydric Soils,  
10/2011
- Illinois Soil Classifiers  
Association - Midwest Interim  
Regional Supplement for  
Wetland Delineation, 02/2009
- Wetland Training Institute  
Planning, Site Selection and  
Hydrology Models for  
Constructed Wetlands, 10/2007
- Biotic Consultants, Inc.  
Wetland Plant Identification  
2000-2010
- Cold Climate Stormwater BMPs  
11/2006
- Illinois Hydric Soils, 08/2002
- Institute for Wetland & Env.  
Education & Research  
Corps Wetland Delineation  
Manual, 09/2001

#### Professional Affiliations

- Illinois Association of Floodplain  
and Stormwater Management  
(IAFSM)
- APWA Lake Branch Education  
Committee Chair
- DuPage River Salt Creek  
Workgroup
- Conservation Foundation
- Illinois Association of  
Environmental Professionals
- Society of Wetland Scientists

**Oak Meadows Golf Course Preserve Master Plan**, Addison /Wooddale, IL - Ecological Services Director provided environmental services to address the golf course's unique needs for water quality, wetland expansion, river restoration and stormwater management. Approximately 1.5 miles of Salt Creek will be restored, 24.8 acres of wetlands and 105 acres of prairie and woodland will be created. The project went out to bid in February 2015 and is scheduled to be constructed in the summer 2015. Required permits included USACE, DuPage County, City of Wooddale, Village of Addison, IDNR-OWR, IEPA, Kane - DuPage SWCD and IHPA. ERA helped secure \$1.2 million in EPA IGIG funds.

**Vermont Cemetery Access**, Will County, IL – Ecological Services Director worked on the design of an innovative and low impact solution to improve the 24-acre Vermont Cemetery Preserve. The proposed amenities include small parking areas, bicycle trail, native planting plans for adjacent area previously formed, and the incorporation of BMPs to protect a valuable remnant prairie and to mitigate pollutants from impervious surfaces.

**Schweitzer Woods Forest Preserve Dog Run and Parking Lot Improvements**, Dundee, IL – Ecological Services Director for the design of rain gardens within a new parking lot in the Schweitzer Woods Forest Preserve. The proposed parking will be located adjacent to the dog park and house/office including surrounding pathways to connect the proposed restroom, kiosk, shelter, and parking based on the Schweitzer Woods Improvement Plan.

**Harvester Park Improvements**, Burr Ridge, IL – Ecological Services Director for the development and improvement of Harvester Park. Developments included a new community playground, athletic courts, and an educational resource center in 40 acres of wetlands. The center features trails, interactive signage and storytelling, a fishing pier, a floating observation dock, and a shelter for educational programs.

**DuPage River Trail Phase II and III Engineering**, Plainfield, IL – Ecological Services Director worked on a mile long bike path along the DuPage River. Proposed path was completely within the floodplain and floodway of the river. She delineated wetlands within the scope of the project. The path routing was carefully chosen to avoid wetlands and other special management areas. One bridge crossing the DuPage River and two crossing of tributaries were included in this stretch of path. Design included wetland impacts on-site wetland mitigation. She assisted in acquiring all required permits from federal, state and local agencies. ERA continues to perform vegetation monitoring services for this project.

**Winfield Riverwalk and Winfield Riverwalk Core Center**, Winfield, IL – Ecological Services Director for preliminary and final design engineering services for the construction of a new riverfront recreational facility. Improvements include permeable brick pavers, concrete and asphalt trails, bulkhead walls, naturalized ponds, rain garden overlooks, pedestrian bridges, boardwalks, ornamental lighting, signage and gateway structures.





**John F. Mayer, PE, CFM**  
**Principal / Project Manager**



**John Mayer** has served as Project Manager and Senior Project Engineer for the design and construction of recreational trails, streetscape, roadway, traffic signal, infrastructure and stormwater improvement projects for local municipalities, counties, and state agencies throughout Illinois.

**Education/Registration**

- Bachelor of Science  
Civil Engineering  
University of Wisconsin –  
Milwaukee – 1986
- PE – IL – 062-047345
- PE – IN – PE10708044
- PE – WI – E27723-6
- Certified Floodplain Manager  
IL-06-00257
- Kane County Qualified Review  
Specialist – E-063

**Areas of Expertise**

- Various funding sources including: ARRA, ITEP, SAFETEA-LU, AASHTO, CMAP, STP, CMAQ, TCM and OSLAD funds
- Design phases for recreational trails, transportation, traffic, street lighting, downtown streetscape, stormwater and infrastructure projects
- Hydraulics and hydrology design, permitting, and modeling

**Years of Experience**

- 28 years, 17 with ERA

**Featured Experience**

**Cosley Zoo Administration Building/Parking Lot Rehabilitation, ADA and Expansion Improvements  
Wheaton, Illinois | Project Manager**

John was the Project Manager on this three phase project. The first phase of this project utilized an unused sparsely wooded area for the creation of a 31 space parking lot expansion. ERA utilized rain garden, bio swale and permeable brick paver solutions. A unique geometric configuration was designed which optimized the number of parking spaces, minimized the overall foot print and created improved circulation for pedestrian traffic. The second and third phase included the rehabilitation of 93 existing parking lot spaces. ADA accessibility was improved for both lots and a swing gate was installed to optimize and control the overflow traffic from the Zoo patrons.

**Representative Projects:**

**Hoffman Park Improvements**, Butterfield Park District, IL – Project Manager led the survey, civil engineering and environmental services for the Hoffman Park improvements project, funded by an OSLAD Grant. This 10 acre regional park facility has ball fields, basketball and tennis courts, playgrounds, restrooms and walking track. John managed the construction of major park upgrades with best management practices in designs of a vegetated swale, crushed gravel trails, and green roof shelters. The site contained regulatory floodplain and floodway and wetland areas, which required coordination with IDNR-OWR, DuPage County, and USACE.

**Lily Cache Sports Fields – East and West Campus**, Bolingbrook, IL – Project Manager for surveying, engineering and permitting for the development of a 50-acre sports complex with active and passive recreational amenities, located largely within the Lily Cache Creek Floodplain. ERA was retained to design a multi-use facility, including 16 playing fields, two 180-space parking lots, two concessions buildings, bike and walking trail re-alignments, decorative entrance and landscaping features, water quality BMPs, and streambank stabilization.

**Fabyan West Forest Preserve Parking Lot Improvements**, Geneva, IL – Project Manager for survey of 55-acre Kane County Forest Preserve site in anticipation of parking lot reconstruction and streambank stabilization projects. Designed a parking lot reconstruction to reconfigure an inefficient parking lot layout and increase the number of spaces. The design incorporated pavement pulverization of the existing pavement for use as base of the proposed parking lot, saving construction costs and reduced the impact of the environment. Best management practices such as vegetated swale, level spreaders and bio-swales planted with native plantings were incorporated, as well.





# John F. Mayer, PE, CFM

## Page 2

### **Areas of Expertise-Continued**

- Actively involved in Lower DuPage and Lower Des Plaines watershed groups.
- Compliance reviews for county and municipal agencies associated with enforcement of stormwater and floodplain ordinances

### **Professional Experience**

- **Engineering Resource Associates, Inc.**  
Principal / Project Manager  
(1998-Present)
- **City of Joliet**  
Civil Engineer/Traffic Engineer  
(1987-1998)

### **Professional Affiliations**

- American Public Works Association (APWA)  
Past President - Southwest Branch
- Illinois Road and Transportation Builders Association (IRTBA)
- Association of State Floodplain Managers (ASFM)
- Institute of Transportation Engineers (ITE)
- Illinois Association for Floodplain and Stormwater Management (IAFSM)
- Lower DuPage River Watershed Committee
- Lower Des Plaines Ecological Partnership
- Conservation Plainfield
- Consulting Engineers Council of Illinois
- Conservation Plainfield Lower DuPage River Watershed Coalition
- USGBC- US Green Building Council-Founding Chairman for South Suburban Branch

**Coast Guard Dog Park and Restroom Improvements**, Northbrook Park District, IL – Project Manager led the survey, design engineering, construction documents and permitting services for the Park improvements. The project included the conversion of an existing 5.0 acre open space park to a dog park facility, including sectioned areas for large and small dogs, a new parking lot, playground, pavilion shed enclosure and trail system. The site improvements included stormwater detention, a rain garden, a water line service and electrical service connection. Permitting approval was required with the Village of Northbrook, IEPA and the U.S. Coast Guard.

**Hidden Lakes Trout Farm Parking Lot Reconstruction and DuPage River Greenway**, Bolingbrook, IL – Project Manager involved in the survey, design and construction engineering services for the rehabilitation and stabilization of inflows and outflows supplying water to four ponds. The project also included construction of 1.25 miles of recreational trails and a canoe / boat launch at the DuPage River. Engineering provided for the reconstruction of the parking lot and entrance drive. The lot was located in the floodplain requiring special design considerations.

**Coffeen Lake Fish and Wildlife Area South Pool Boat Access Area**, Illinois Capital Development Board, Montgomery County, IL – Project Director for rehabilitating the South Pool Boat Access Area, including constructing a two-lane boat ramp, floating boat docks and courtesy docks, yard hydrants and drinking fountains, a new vault toilet, resurfacing parking lots and maneuvering areas and providing a kiosk. The work also included rehabilitating the existing island causeway, fishing trail, vault toilet, electrical utility and lighting revisions, signage and landscaping.

**Central Park Outdoor Amphitheatre Lighting Enhancements**, Naperville, IL – Project Manager completed engineering designs for improvements to Central Park. The project included regrading an area of the park to provide terraced lawn seating adjacent to the Community Concert Center, new sidewalks, underground storm sewer and detention facilities, lighting, irrigation and landscaping. He also prepared plans, specifications, and estimates for the proposed terraced seating, lighting and hardscape improvements. The design incorporated underground detention to conform to the requirements of the DuPage County Countywide Stormwater and Flood Plain Ordinance.

**Old Mill/Sycamore Sports Complex, Park Parking Lot Improvements**, Sycamore Park District, IL- John was the Project Manager for the project that includes the construction of a new 10 space parking lot for Old Mill Park, relocation of an asphalt trail, rain garden, landscaping, the reconstruction of two tennis courts and the rehabilitation of an 80-space parking lot and drainage system associated with the Sycamore Park and Golf Course facility. The majority of this phased project was completed in 2013 with the second half of the golf course parking lot scheduled for 2014. The project was located primarily within a regulatory floodplain. Project was completed on schedule and within budget.





**Jacob R. Wolf, PE**  
**Principal / Project Manager**



**Jake Wolf** serves as Principal / Project Manager for the design and construction of structural projects for state agencies, county agencies and municipalities throughout Illinois. He directs the activities of Project Engineers, Design Engineers and CAD Technicians. He serves as the primary contact for numerous governmental clients.

**Education/Registration**

- Master of Science  
Geotechnical and Structural Engineering  
University of Illinois – 2001
- Bachelor of Science  
Civil Engineering  
University of Illinois – 1996
- PE - IL - 062-055444
- PE - TN - 110060

**Special Training**

- FHWA-NHI Safety Inspection of In-Service Bridges Training Course - 2010

**Areas of Expertise**

- Project Manager for design and construction phases for state, county and municipal project assignments
- Bridge inspections and the NBI standard component ratings
- Overseeing structural design, geotechnical design, forensic investigations, field construction services, lab and material testing
- Soil testing and soil investigation

**Years of Experience**

- 19 years, 19 with ERA

**Featured Experience**

**Graue Mill Structural Engineering Analysis  
Forest Preserve District of DuPage County, IL  
Project Engineer**

Project Engineer to provide structural engineering analysis for the historic Graue Mill facility located at the Fullersburg Woods Forest Preserve in Oak Brook, Illinois. The analysis included a comprehensive evaluation of the structural elements of the existing building and the grist milling operation. The goal of the project was to review the existing conditions of the mill and evaluate its overall structural integrity, to develop alternative improvements, and create a long-term operations and maintenance plan to ensure that future generations may experience this cultural landmark. The District is also evaluating the overall accessibility of the site and looking at potential options for public restroom and elevator improvements.

**Representative Projects:**

**I&M Canal Locks Rehabilitation**, LaSalle, Morris, Joliet and Lockport, IL – Project Engineer - The lock walls are essentially cantilever retaining walls constructed of stone. Decades of freeze-thaw deterioration caused structural distress. New limestone and reinforced concrete was designed to stabilize the walls and breathe another century of life into the historical structures. The project was constructed using ITEP Grants for the Department of Natural Resources and ERA provided construction supervision throughout the entire project.

**Lee Street Culvert Rehabilitation**, Oakwood, IL – Project Manager to address significant erosion occurring as a result of runoff from the existing roadway. Extensions were added to the existing 7' diameter steel pipe prior to lining, and new cast-in-place concrete headwalls with angled wingwalls and a flat apron were constructed. These extensions allowed the sloping grade above each end of the culvert to be modified to a much shallower slope and prevent future roadway runoff and subsequent erosion. Additionally, an existing concrete slope wall was removed and replaced with a reinforced concrete slope wall on an adjacent culvert pipe around the project site.

**Bruin Drilled Pier Supported Retaining Wall**, Effingham, IL – Project Engineer - The slope stability failure of a fifteen foot tall segmental block retaining wall foundation led to the replacement of the damaged structure that had been constructed on private property. Overburden was removed for the purpose of stabilizing the site to allow the mobilization of a drill rig. A stable clay stratum was identified, and a new drilled pier supported retaining wall was designed and constructed.





**Professional Experience**

- **Engineering Resource Associates, Inc. / Frauenhoffer and Associates, PC**  
Project Manager / Structural Design Engineer  
(1996-Present)

**Professional Affiliations**

- Illinois Society of Professional Engineers (ISPE)
- American Public Works Association (APWA)
- Illinois Road and Transportation Builders Association (IRTBA)
- Illinois Society of Professional Engineers (ISPE)  
2005 Illinois Young Engineer of the Year Award
- United Way of Champaign County  
2005 Emerging Community Leader  
2006 Campaign Co-Chair
- Rotary Club of Champaign  
2002 Joseph H. Cannon Community Service Award
- Don Moyer Boys and Girls Club of Champaign County  
2001 Outstanding Volunteer

**Camelback Bridge Retaining Walls**, Normal, IL – Project Engineer - The project included the historic rehabilitation of the vehicular bridge on Virginia Avenue in Normal over an abandoned railroad right-of-way that composed the current Constitution Trail for pedestrians and bicyclists. Retaining walls and pedestrian accesses were designed and constructed to allow public travel without undermining the bridge substructure.

**Union Pacific Railroad Retaining Walls**, Danville, IL – Project Engineer - Utility replacement required removal and replacement of a lower section of the railroad embankment. A lower section of the embankment had to be removed to facilitate utility work at that time and in the future. A retaining wall was designed for construction under railroad traffic to allow removal of the bottom of the embankment.

**Kaufman Lake Pile Supported Retaining Wall**, Champaign, IL – Project Engineer for a semi-circular retaining wall supported upon precast concrete piling. The wall was designed to be constructed in the water using tremie concrete for backfill retention. The retaining wall supports a cantilevered gangway allowing ADA accessibility to the pile supported fishing pier.

**Champaign County Forest Preserve Bridge and Dam Inspections** – Project Manager Perform bi-annual inspections of the Lake of the Woods Dam and Homer Lake Dam in accordance with requirements set forth by the IL Department of Natural Resources. Also perform bridge inspections of the structures located throughout the Lake of the Woods Park in Mahomet and over the spillway of the Homer Lake Dam.

**Thorn Creek Basin Sanitary District Rehab Projects Phases 1, 2, and 3**, Chicago Heights, IL – Prepared a five year rehabilitation program for the Thorn Creek Basin Sanitary District to address a variety of defects throughout the plant. Projects have included removal and replacement of existing handrail around Aeration Tanks and Primary Clarifiers at the plant site. Additional items in each project included concrete repairs along the tops of Clarifier walls using cementitious mortar patch; removal and replacement of the basement floor in Building 17 stairwell due to groundwater penetration; replacement of settled sidewalk around Sludge Thickener Tank; removal and replacement of deteriorated cantilevered concrete walkways between Primary Clarifiers.

**On-Call Bridge Design Services**, McHenry County, IL – Project Manager providing bridge design services for the McHenry County Highway Department on various projects for a two-year period. Work will include load rating calculations, bridge condition reports, lane restriction reviews, bridge plan reviews, permit load analysis and miscellaneous structural consultation services.

**Thunderbird Bridge Deck Replacement over Klein Creek**, Carol Stream, IL – Project Engineer for the Phase II and III engineering services for the replacement of a two span, pre-stressed deck beam structure over Klein Creek. The schedule was accelerated because the bridge is located a quarter mile from a school and was in such poor condition that traffic was limited to one side.





## Price Proposal

### Professional Fees:

Phase I Design Development & Survey \$ 22,242  
 Includes 6 Village Meetings, Additional Meetings: \$ 437  
 Includes 2 Permit Meetings

Phase II Construction Documents & Permitting \$ 20,627  
 Includes 2 meetings, Additional Meetings: \$ 437  
 Includes 2 Permit Meetings

Phase III Bidding \$ 5,253  
 Includes 1 meetings, Additional Meetings: \$ 437  
 Includes 15 Sets of Plans and Specifications for bidding,  
 additional sets will be billed to the Village at cost of printing  
 and delivery.

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**Total \$ 48,122**

### Optional Items:

Phase IV Construction Observation (24 Site Visits) \$ 12,139  
 Each Additional Visit and Report \$ 536 per visit  
 Phase IV As- Built Survey \$ 2,500

The above fees are not to exceed without the written consent of the Village and include all expenses







# References

**James Patula, Superintendent of Projects and Planning**

Bolingbrook Park District  
301 Recreation Drive  
Bolingbrook, IL 60440  
Phone: 630-783-6563

**Jim Eby, Capital Projects and Contractual Services Manager**

Batavia Park District  
327 West Wilson  
Batavia, IL 60510  
Phone: 630-389-2011

**Cheryl Vargo, Manager**

Irons Oaks Environmental Learning Center  
20000 Western Avenue  
Olympia Fields, Illinois 60461  
Phone: 708-481-2330

**Jeff Palmquist, Director of Planning**

Fox Valley Park District  
101 W. Illinois Avenue  
Aurora, Illinois 60506  
Ph: 630-897-0516







# 8

## Required Forms

**Affidavit of Compliance**

**Insurance Requirements**

**Addenda Acknowledgment**



VILLAGE OF ORLAND PARK, ILLINOIS  
RFP #15-024

**SECTION II: REQUIRED FORMS**

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**AFFIDAVIT OF COMPLIANCE**

Proposers shall complete this Affidavit of Compliance. Failure to comply with all submission requirements may result in a determination that the Proposer is not responsible.

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The undersigned Michelle Kelly  
*(Enter Name of Person Making Affidavit)*

as President  
*(Enter Title of Person Making Affidavit)*

and on behalf of Upland Design Ltd.  
*(Enter Name of Business Organization)*

certifies that Proposer is:

1) **A BUSINESS ORGANIZATION:** Yes  No [ ]

**Federal Employer I.D. #:** 36-4411481  
*(or Social Security # if a sole proprietor or individual)*

The form of business organization of the Proposer is (*check one*):

- Sole Proprietor
- Independent Contractor (*Individual*)
- Partnership
- LLC
- Corporation Illinois December 12, 2000  
*(State of Incorporation) (Date of Incorporation)*

2) **AUTHORIZED TO DO BUSINESS IN ILLINOIS:** Yes  No [ ]

The Proposer is authorized to do business in the State of Illinois.

3) **ELIGIBLE TO ENTER INTO PUBLIC CONTRACTS:** Yes  No [ ]

The Proposer is eligible to enter into public contracts, and is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3, or 33E-4 of the Illinois Criminal Code, or of any similar offense of "bid-rigging" or "bid-rotating" of any state or of the United States.

**VILLAGE OF ORLAND PARK, ILLINOIS  
RFP #15-024**

**4) SEXUAL HARRASSMENT POLICY COMPLIANT: Yes  No [ ]**

Please be advised that Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A) has been amended to provide that every party to a public contract must have a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4) and includes, at a minimum, the following information:

(I) the illegality of sexual harassment; (II) the definition of sexual harassment under State law; (III) a description of sexual harassment, utilizing examples; (IV) the vendor's internal complaint process including penalties; (V) the legal recourse, investigative and complaint process available through the Department of Human Rights; (the "Department") and the Human Rights Commission (the "Commission"); (VI) directions on how to contact the Department and Commission; and (VII) protection against retaliation as provided by Section 6-101 of the Act. (Illinois Human Rights Act). (emphasis added). Pursuant to 775 ILCS 5/1-103 (M) (2002), a "public contract" includes "...every contract to which the State, any of its political subdivisions or any municipal corporation is a party."

**5) EQUAL EMPLOYMENT OPPORTUNITY COMPLIANT: Yes  No [ ]**

During the performance of this Project, Proposer agrees to comply with the "Illinois Human Rights Act", 775 ILCS Title 5 and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq.

The Proposer shall:

(I) not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (II) examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization; (III) ensure all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (IV) send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Vendor's obligations under the Illinois Human Rights Act and Department's Rules and Regulations for Public Contract; (V) submit reports as required by the Department's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts; (VI) permit access to all relevant



**VILLAGE OF ORLAND PARK, ILLINOIS**  
**RFP #15-024**

books, records, accounts and work sites by personnel of the contracting agency and Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts; and (VII) include verbatim or by reference the provisions of this Equal Employment Opportunity Clause in every subcontract it awards under which any portion of this Agreement obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor.

In the same manner as the other provisions of this Agreement, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

Subcontract" means any agreement, arrangement or understanding, written or otherwise, between the Proposer and any person under which any portion of the Proposer's obligations under one or more public contracts is performed, undertaken or assumed; the term "subcontract", however, shall not include any agreement, arrangement or understanding in which the parties stand in the relationship of an employer and an employee, or between a Proposer or other organization and its customers.

In the event of the Proposer's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Right Act, or the Rules and Regulations for Public Contracts of the Department of Human Rights the Proposer may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this agreement may be canceled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

6) **TAX COMPLIANT:** Yes  No

Proposer is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if it is: (a) it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or (b) it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

**AUTHORIZATION & SIGNATURE:**

I certify that I am authorized to execute this Affidavit of Compliance on behalf of the Proposer, that I have personal knowledge of all the information set forth herein and that all statements, representations, that the proposal is genuine and not collusive, and information provided in or with this Affidavit are true and accurate.

VILLAGE OF ORLAND PARK, ILLINOIS  
RFP #15-024

The undersigned, having become familiar with the Project specified in this RFP, proposes to provide and furnish all of the labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete in a workmanlike manner all of the work required for the Project.

**ACKNOWLEDGED AND AGREED TO:**

Michelle Kelly  
Signature of Authorized Officer

Michelle Kelly  
Name of Authorized Officer

President  
Title

October 9, 2015  
Date

Subscribed and Sworn To  
Before Me This 9<sup>th</sup> Day  
of October, 2015.

Heather R Stauber  
Notary Public Signature

**NOTARY SEAL**



VILLAGE OF ORLAND PARK, ILLINOIS  
RFP #15-024

**INSURANCE REQUIREMENTS**

**WORKERS COMPENSATION & EMPLOYER LIABILITY**

\$500,000 – Each Accident \$500,000 – Policy Limit  
\$500,000 – Each Employee  
Waiver of Subrogation in favor of the Village of Orland Park

**AUTOMOBILE LIABILITY**

\$1,000,000 – Combined Single Limit  
Additional Insured Endorsement in favor of the Village of Orland Park

**GENERAL LIABILITY (Occurrence basis)**

\$1,000,000 – Each Occurrence \$2,000,000 – General Aggregate Limit  
\$1,000,000 – Personal & Advertising Injury  
\$2,000,000 – Products/Completed Operations Aggregate  
Additional Insured Endorsement & Waiver of Subrogation in favor of the Village of Orland Park

**EXCESS LIABILITY (Umbrella-Follow Form Policy)**

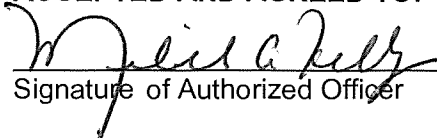
\$2,000,000 – Each Occurrence \$2,000,000 – Aggregate  
**EXCESS MUST COVER:** General Liability, Automobile Liability, Workers Compensation

**PROFESSIONAL LIABILITY**

\$1,000,000 Limit -Claims Made Form, Indicate Retroactive Date & Deductible

Any insurance policies providing the coverages required of the Contractor, excluding Professional Liability, shall be specifically endorsed to identify "The Village of Orland Park, and their respective officers, trustees, directors, employees and agents as Additional Insureds on a primary/non-contributory basis with respect to all claims arising out of operations by or on behalf of the named insured." If the named insureds have other applicable insurance coverage, that coverage shall be deemed to be on an excess or contingent basis. The policies shall also contain a Waiver of Subrogation in favor of the Additional Insureds in regards to General Liability and Workers Compensation coverage's. The certificate of insurance shall also state this information on its face. Any insurance company providing coverage must hold an A VII rating according to Best's Key Rating Guide. Permitting the contractor, or any subcontractor, to proceed with any work prior to our receipt of the foregoing certificate and endorsement however, shall not be a waiver of the contractor's obligation to provide all of the above insurance. **The Proposer agrees that if they are the selected contractor, within ten (10) days after the date of notice of the award of the contract and prior to the commencement of any work, you will furnish evidence of Insurance coverage providing for at minimum the coverages and limits described above directly to the Village of Orland Park, Denise Domalewski, Contract Administrator, 14700 S. Ravinia Avenue, Orland Park, IL 60462. Failure to provide this evidence in the time frame specified and prior to beginning of work may result in the termination of the Village's relationship with the selected Proposer.**

**ACCEPTED AND AGREED TO:**

  
\_\_\_\_\_  
Signature of Authorized Officer

Upland Design Ltd  
\_\_\_\_\_  
Name of Business Organization

Michelle Kelly, President  
\_\_\_\_\_  
Printed Name and Title

October 9, 2015  
\_\_\_\_\_  
Date



VILLAGE OF ORLAND PARK, ILLINOIS



**ADDENDUM NO. 1**

**RFP #15-024**

**ORLAND PARK NATURE CENTER FINAL DESIGN AND ENGINEERING PROJECT**

Date: Friday, October 9, 2015  
To: All Potential Proposers  
From: Village of Orland Park  
RE: Responses to Question Received

This Addendum No. 1 is being issued to provide responses to questions submitted for the above mentioned Project. All other provisions and requirements of the RFP shall remain in effect. **All addenda must be acknowledged by signing the Addendum and including it with your submittal.** Failure to include a signed formal Addendum with your submittal may deem the submittal non-responsive; provided, however, that the Village may waive this requirement if in its best interest.

**The following are the Village's responses to the questions submitted for this RFP:**

1. Item number 2B under deliverables states "Determine need, coordinate, and secure any required permits from outside agencies". Can we assume permit fees would be by the Village? **YES**
2. Is the boardwalk included in the project? **YES**
3. Has driveway access/design to LaGrange Rd. been coordinated with IDOT? **YES - See response to Question # 4**
4. Will any coordination be required with the Illinois Department of Transportation? **VOP anticipates connecting into the driveway IDOT will be constructing as part of the LaGrange Road Project. Consultants can see the plans at IDOT's website and look for Contract 60M62.**
5. Are any traffic studies required? **No, not at this time.**
6. Are there any WBE / MBE Requirements? **No. The Village does not have any WBE or MBE requirements for this Project.**
7. Have you established a preliminary construction budget for this work? **No, not at this time.**



8. Will you be seeking any types of certification necessary? Example Sustainable Sites Initiative. **This will be determined at a later time.**
9. Approximate how many meetings would you anticipate in the preliminary phase? **Not certain, but a rough estimate would be 3-6 meetings.**
10. Will the topo update only be needed along the LaGrange Frontage, or is there a consistent depth off of La Grange that must be updated? **Recommendation would be to survey the LaGrange Road Frontage as-built condition, plus verify the VOP supplied survey.**
11. Could you provide an example of the current information in the tree survey? Is the Village looking for a certified arborist's review and identification of the tree species? **Tree survey requirements are addressed in the Orland Park Land Development Code, Tree preservation Section 6-305.1 D.**
12. Will there be a need for any public presentations or open house meetings? **YES, there will be a public meeting or hearing before Plan Commission. It is possible that a Board of Trustees presentation may also be needed. Other less formal presentations will also be required.**
13. Which agency, board or commission will have the final approval of the project? **The project must be approved by both the Village Board and the Open Lands Commission.**
14. Lighting & Utility Plans: What future site elements require power; bird watching station, kiosks, signage and stage area? And will these elements require conduit runs or full power runs at this time? **Further discussion will be needed on the electricity needs of each element, and the best way to achieve it.**
15. Has the Village of Orland done a Mitigation Plan before? If so what level of detail was it taken too? **Tree mitigation requirements are addressed in the Orland Park Land Development Code, section 6-305.1 Tree Preservation**
16. How does the Village plan to maintain the prairie; seasonal burns, mowing, etc.? **All of these methods have been used in Village maintenance programs; however the details for the nature center site are yet to be determined.**
17. Are current sanitary and water connections sufficient to satisfy the future re-use of the building (more flushes)? **The existing building was constructed in the Village as a commercial operation in the early 2000s, so basic utility services are anticipated to be adequate. However, this will need to be verified. Former Pebble Creek landscaping final engineering plans, which were approved by VOP, will be available for reference as the project progresses.**
18. Should security lighting or event lighting be included as part of the project? What extent is proposed? **The focus will be on security lighting since the facility is anticipated to close at dusk.**
19. What water and electrical services are provided on the site? **Water service is on SW Hwy as shown in attached atlas snapshot- with limited accuracy. The location of the electrical will need to be verified.**
20. What is the budget for construction of the current project elements? **This information is not available at this time.**
21. Based on the RFP, the following items are part of the current work: **See the response to Question # 22.**
  - a. Parking lot
  - b. Looped Trails including boardwalk
  - c. Natural area restoration
  - d. Outdoor gathering spaces – gardens, seating and classrooms
  - e. Bird watching station



- f. Storm water detention area
  - g. Retaining walls as necessary
22. Can you confirm this is the correct list? Refer to RFP and be prepared to address all items listed in the RFP and all items shown on the conceptual master plan unless expressly excluded in the RFP.
  23. Is this project items as listed above intended to be built at one time or are they to be built in phases? If there are phases, should we plan on phased permit submittals? All of the RFP listed elements are anticipated to move forward in one phase, although this could change after further evaluation.
  24. Should the price proposal be in a separate sealed envelope? No. Proposers should provide the Price Proposal as Section 7 of the Technical Proposal.
  25. Do sub-consultants need to sign required forms or only the prime consultant? Sub-consultants are not required to sign the RFP required forms at this time, but sub-consultants of the awarded prime consultant must agree to certain terms upon award including but not limited to compliance with the laws of the Equal Employment Opportunity Commission and the Illinois Human Rights Act.
  26. Has the property been cleared for hazardous materials or contaminated soils? Were there any underground storage tanks on the property? No it has not been cleared. The property was obtained as a part of a bank foreclosure. We are not aware of any underground tanks.
  27. Does the scope of services include assisting the village in any grant or additional funding applications? No this RFP does not include the application and administration of any grant applications.
  28. The survey file only has page 1. Page 2 appears to be missing. Only 1 page is available.
  29. Is a conditional letter of map revision (CLOMR) or letter of map revision (LOMR) anticipated as part of the FEMA permitting process? This is an unknown at this time. It will need to be determined what path will be in the best interest of this project.
  30. Has the Village determined a construction budget for this project? No, not at this time.
  31. I am just checking with you to see if you have a cost estimate or range for the above mentioned project please. No, not at this time.
  32. Will Orland Park consider have (having) V-3 update the topographic survey? The design firm should evaluate the survey and their level of comfort in working with available material, or adding V-3 to the project team.
  33. Will we be getting a copy of the digital AutoCAD file from V-3 of the existing topographic survey? This is uncertain. Otherwise the PDF can be utilized or referenced as a base map.
  34. Can a bidder provide a bid for engineering only? Landscape design only? Tree survey only? OR are you expecting a team of professionals to work together to provide a comprehensive bid for all these professional services? There must be a lead firm that coordinates and is responsible for all the work
  35. Has IDOT "taken" the 5 feet of additional Right-of-Way? Yes, Consultants can see the plans at IDOT's website and look for Contract 60M62.
  36. Will V-3 be updating the boundary or is the bidder expected to update the boundary after the taking? The bidder is responsible for updating the boundary; V3 could be added to the project team if the consultant chooses.
  37. How set is the plan that was included in the bid package? Will we be able to work with the Village of Orland Park's Park District Team to refine the plan



based on different ideas and budgetary concerns? **The Conceptual Master Plan is Board of Trustees and Open Lands Commission approved, so for the most part it should be adhered to. However, since the goal is a successful project, your ideas and suggestions will be considered, although further Village approvals may be required depending on the degree of change.**

The question and answer period for this RFP is closed. **The submission deadline remains Thursday, October 15, 2015 not later than 11:00 A.M.**

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**Proposers are required to acknowledge receipt of any formal Addendum by signing the Addendum and including it with the RFP submission.**

Addendum No. 1, dated Friday, October 9, 2015

*I read and hereby acknowledge this addendum as of the date shown below.*

Business Name: Upland Design Ltd

Name of Authorized Signee: Michelle Kelly

Signature of Authorized Signee: 

Title: President Date: October 14, 2015