



EST. 1960

Willowbrook

7760 Quincy Street
Willowbrook, IL 60527-5594

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton

AGENDA

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD TUESDAY, MARCH 4, 2014, AT 7:00PM

REGULAR LOCATION: WILLOWBROOK VILLAGE HALL, 7760 QUINCY STREET, DU PAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
 - A. February 4, 2014
4. REPORTS
 - A. Park News in Brief
5. OLD BUSINESS
 - A. Village Race
6. NEW BUSINESS
 - A. Easter Egg Hunt
 - B. Com Ed Grant
 - C. Motion – A Motion to recommend Consultant for Willow Pond Park Project
7. CORRESPONDENCE/COMMUNICATIONS
8. VISITOR’S BUSINESS – (Public comment is limited to three minutes per person and only those items that are on the agenda.)
9. ADJOURNMENT



Proud Member of the
Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, FEBRUARY 4, 2014, AT THE WILLOWBROOK COMMUNITY
RECREATION CENTER, 825 MIDWAY DRIVE, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Cobb called the meeting to order at the hour of 7:04 p.m.

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Jo Bice, Ronald Kanaverskis, Leonard Kaucky, Laurie Landsman, Carol Lazarski, and Doug Stetina.

ABSENT: Commissioners Rene Schuurman and Ramona Weigus.

Also present were Superintendent of Parks and Recreation Kristin Violante and Mayor Frank Trilla.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – JANUARY 14, 2014

The Commission reviewed the January 14, 2014 minutes. Commissioner Landsman stated that under Correspondence/Communications, “HCS” needed to be added to the name of the family services organization that received the donated toys.

MOTION: A Motion was made by Commissioner Bice and seconded by Commissioner Stetina to approve the January 14, 2014 minutes as amended.

ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Bice, Kanaverskis, Kaucky, Landsman, Lazarski, and Stetina. NAYS: None. ABSENT: Commissioners Schuurman and Weigus.

MOTION DECLARED CARRIED

4. REPORTS

A. *Park News in Brief*

Winter/Spring Program Numbers

Superintendent Violante stated that overall participation has been good. Superintendent Violante stated that she is co-oping with the Village of Hinsdale Park and Recreation Department, as well as the Burr Ridge Park District, to increase participation.

5. OLD BUSINESS

A. Holiday Party

Superintendent Violante reviewed the Final Report for the Children's Holiday Party. Added were holiday plates and napkins and increased awareness of Santa. The commissioners consented to leaving the Children's Party and the Tree Lighting Ceremony as two separate events.

Chairman Cobb stated that new decorations needed to be purchased.

Superintendent Violante stated she has put in the 2014/2015 budget a mailing to advertise for the Holiday Party and Tree Lighting Ceremony in order to build attendance numbers.

B. Master Plan Update

Superintendent Violante stated that ComEd has a Green Space grant available to develop trails. The grant is a \$20,000 matching grant and stated that a new trail at Lake Hinsdale Park would make a good project. The consensus of the Commission was to go ahead and apply for it.

Superintendent Violante stated that the only project slated for the Fiscal Year 2014/15 budget year is the Willow Pond park project if the OSLAD grant is approved. The Commissioners amended the master plan to include revising the Midway Park renovation to have 25 parking spaces instead of 75, move Lake Hinsdale Park projects to 2015 and Ridgemoor projects to 2016 and finally to currently take the maintenance facility dog park off the table.

C. Village Race

Superintendent Violante stated that the Race Committee met and is coming up with a budget and a race course. The Committee is looking into how much a race director would cost.

Tentative plans for the course include Gower West School, Farmingdale Subdivision, and Borse Community Park.

Suggested fee structure would be \$25.00 initial registration and as the time draws closer, an additional \$5.00.

Tentative date would be September 21, 2014.

D. IPRA Conference

The commissioners that attended the conference did not have to pay the registration fee. Commissioner Bice stated that the goal for going to the conference was to look at equipment for the parks.

Commissioner Bice stated that after attending the Expo, she believes the current trend is Disc Golf.

6. NEW BUSINESS

A. Movies in the Park

Superintendent Violante stated she was contacted by the movie company and tentatively booked Movie Night for Thursday, June 19, 2014, with a rain date of Wednesday, June 25th, and has reserved the movie Frozen.

Chairman Cobb stated that the Commission has agreed to hosting one Movie Night and focus on making it a great event.

Commissioner Landsman asked to look into the possibility of purchasing a movie screen. Chairman Cobb questioned to see if any other park districts own one that the Village could rent.

B. Waterford Park Re-Dedication

Superintendent Violante stated that she would like to place a before and after picture of Waterford Park and highlight the reopening of the park on the next Village Newsletter.

The Commission agreed to hold the Ribbon Cutting Ceremony on Saturday, June 7, 2014 at 10:00 a.m.

7. CORRESPONDENCE/COMMUNICATIONS

There were no communications.

8. VISITORS' BUSINESS

There was no Visitors' Business.

9. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Landsman to adjourn the meeting at the hour of 7:55 p.m.

ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Bice, Kanaverskis, Kaucky, Landsman, Lazarski, and Stetina. NAYS: None. ABSENT: Commissioners Schuurman and Weigus.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

March 4, 2014

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

Park news for monthly report, February 2014

2014/2015 Budget

A special joint committee meeting of the finance and administration, municipal services and public safety committees was held on Wednesday, February 12, to review the Village budget. There were no questions about the recreation budget at this time. A Budget Workshop is scheduled for March 17. This is when all department budgets will be presented to the Village Board.

Advertisement for back of summer newsletter

Willowbrook Ford will be advertising on the back cover of the upcoming summer Village newsletter. The \$750.00 we receive from them will help cover the costs of publishing the 5000 newsletters. We hope to receive more advertisers for the two inside covers of the newsletter.

BRW

Superintendent Violante will be meeting with representatives of BRW to discuss the upcoming season. They plan on having two tournaments at Borse Park this summer, one on the weekend of July 4 and the other on the next weekend.

VILLAGE OF WILLOWBROOK

BOARD MEETING

COPY

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE: A RESOLUTION AUTHORIZING APPLICATION FOR THE 2014 COMMONWEALTH EDISON GREEN REGION PROGRAM FOR THE LAKE HINSDALE PARK WALKING PATH PROJECT

AGENDA NO. 8

AGENDA DATE: 2/24/2014

STAFF REVIEW: Garrett Hummel, Management Analyst

SIGNATURE:

[Handwritten Signature]

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE:

THOMAS BASTIAN JR

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE:

T-Halik

REVIEWED & APPROVED BY COMMITTEE: YES N/A

ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)

Last year, ComEd and Openlands launched a program called Green Region, which awards grants for open-space projects. Village staff recently learned that another round of funding (\$150,000 total) is going to be made available through the Green Region program. Grant awards of up to \$10,000 will be made available to eligible government agencies. The Green Region grants require a 50/50 funding match.

Village staff, using the Parks & Recreation Master Plan, identified a walking path project at Lake Hinsdale Park that would be eligible for submission. In order to apply for the grant, the Village Board would need to pass the attached resolution expressing their support for the project.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS, ETC.)

The Lake Hinsdale Park walking path project is identified in the Parks & Recreation Master Plan and includes an estimated cost of \$22,000. Included in the cost estimates are the walking path, grading and drainage as well as landscape enhancements.

Estimated Project Costs:

Walking Path:	\$7,500
Grading and Drainage:	\$7,500
Landscape Enhancements:	\$7,000
Total Project Cost:	\$22,000

Attached are copies of the current Lake Hinsdale Park concept plan (from the Master Plan), the Capital Improvement Plan from the Master Plan and the grant announcement from ComEd.

ACTION PROPOSED: ADOPT THE ATTACHED RESOLUTION



Contacts:

Brandon Hayes
(312) 863-6260

bhayes@openlands.org

Tony Marusic
(312) 658-0445

amarusic@jaynethompson.com

FOR IMMEDIATE RELEASE

ComEd and Openlands Offer Municipalities Cash Grants for Green Projects
Green Region grants offered throughout ComEd service territory

CHICAGO (Jan. 15, 2014) – Green spaces in northern Illinois will be even greener later this year thanks to cash grants distributed by ComEd and Openlands. The organizations are partnering for a second year to issue a total of \$150,000 in Green Region grants to municipalities located in ComEd’s service territory.

Green Region is an environmental program offering cash grants to eligible municipalities for their efforts to conserve open spaces. The grants subsidize existing open land projects focusing on conservation, preservation, protecting endangered species, and improvements to local parks and recreation resources.

Openlands, a Chicago-based nonprofit dedicated to land conservation, will again administer the Green Region program and distribute a maximum of \$10,000 per project for each approved application.

Local municipalities interested in applying for a Green Region grant can do so by completing an application on Openlands’ website, www.openlands.org. The submission window opens today and expires on Saturday, March 15. All applications will be reviewed by an advisory committee of local environmental leaders. Interested municipalities can apply for multiple projects, but must complete one application per project.

“Openlands is thrilled to offer municipalities another opportunity to participate in protecting and enhancing open space throughout our region,” said Jerry Adelman, president and CEO, Openlands. “We are already seeing positive results from the projects awarded grants in 2013, and we anticipate having more communities take advantage of and benefit from this program. Once again, this would not be possible without ComEd and their continued commitment to protecting our natural resources.”

– more –

“We realize many municipalities throughout the region have to deal with budget limits that unfortunately undercut programs focused on the environment,” said Fidel Marquez, senior vice president of Governmental and External Affairs, ComEd. “Service in the community has always been a part of ComEd’s DNA. ComEd’s partnership with Openlands is another example of our ongoing commitment to community service by protecting the environment, conserving resources and creating a more sustainable future. ComEd’s investment in the Green Region program strengthens and enriches the communities we serve.”

Successful applicants will be notified by June 15, and their grants will be distributed by ComEd over a two-year period. During that time, Openlands will monitor the projects by developing application, guidelines and a scorecard to track the impact of each funded project.

The Green Region program debuted last year as ComEd and Openlands awarded \$125,000 in grants to 17 municipalities and nonprofits located throughout northern Illinois.

Additional information on the Green Region grant program and more images of projects that received funding in 2013 can be found at www.openlands.org/greenregion.

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Images of 2013 Green Region grant recipients



(photo courtesy of Openlands)

McHenry County Conservation District, Trail of History Woodland Restoration

“The project was so popular with the public that the District is planning a second large planting in 2014 to expand the Go Green Forest into additional areas cleared of oaks for agricultural in the last century,” said Ed Collins of the McHenry County Conservation District, which received a 2013 Green Region grant.

“Individuals and families planted trees on a wonderful sunny autumn weekend and were able to give back to the land in a physical way. Many participants were unaware that ComEd gave such grants and asked if it could be a regular District program each fall.”



(photo courtesy of John Miller)

Village of Homewood, Izaak Walton Preserve Trail System Footbridge Replacement

“The new 86.5 x 6 footbridge is a vital part of the Preserve’s four mile trail system and spans a small wetland,” said Dirk French, President of the Izaak Walton Preserve, which received a grant in 2013.

About Openlands

Founded in 1963, Openlands is one of the nation's oldest and most successful metropolitan conservation organizations, having helped secure, protect, and provide public access to more than 55,000 acres of land for parks, forest preserves, wildlife refuges, land and water greenway corridors, and urban gardens. For more information, visit www.openlands.org.

About ComEd

Commonwealth Edison Company (ComEd) is a unit of Chicago-based Exelon Corporation (NYSE: EXC), the nation's leading competitive energy provider, with approximately 6.6 million customers. ComEd provides service to approximately 3.8 million customers across northern Illinois, or 70 percent of the state's population.

TO: Parks & Recreation Commission
FROM: Kristin Violante, Superintendent of Parks & Recreation
RE: Recommendation for Willow Pond Park Project
DATE: February 27, 2014

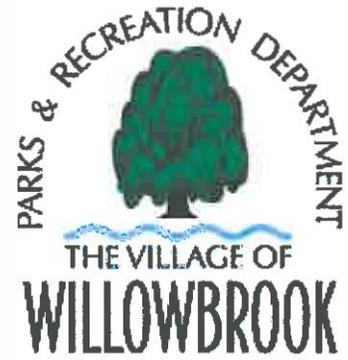
The Illinois Department of Natural Resources (IDNR) has not yet announced the recipients of the Open Space and Land Acquisition and Development grant (OSLAD) for which the Village of Willowbrook has submitted a Willow Pond Park project for. In order to be prepared to start work quickly should the Village of Willowbrook receive the requested funding, we have received for proposals from Landtech Design, Ltd. and Design Perspectives to provide the professional services for the project implementation. These proposals are included in your packet.

Upon review of the proposals, staff is recommending Landtech Design, Ltd. to provide these services at a cost of \$60,000. Landtech Design, Ltd. has worked extensively with the Burr Ridge Park District on the design of Harvester Park.

VILLAGE OF WILLOWBROOK

PROPOSAL for Final Plans and Construction Documentation for Willow Pond

January 27, 2014



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Oswego, IL. 60543

630.554.9984
fax 630.206.1484

Email: info@landtechdesign.net



2930 Cherry Road
Oswego, IL. 60543

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January 22, 2014

Ms. Kristin Violante, Supt. of Parks and Recreation
Village of Willowbrook
7760 Quincy Street
Willowbrook, IL. 60527-5594

RE: Proposal – Final Plans and Construction Documentation for Willow Pond – OSLAD Development Project

Dear Kristen,

Thank you for considering LandTech in assisting the Village of Willowbrook "Willow Pond" Park re-development. I enjoyed our conversation on the direction of your park department, and would be happy to be part of the team that helps to bring your new Master Plan to reality. At the recent state conference, OSLAD's were not announced, but the Governor stated they would be release very soon.

This proposal covers services outlined in our discussion, and I will be happy to meet with you if further explanations or discussion are needed on the project scope or proposal information.

Sincerely,

A handwritten signature in black ink, appearing to read "John M. Vann".

John M. Vann, PLA
LandTech Design Ltd.

BASIC SCOPE OF SERVICES:

SECTION I

SCOPE OF SERVICES:

PHASE 1 - Research / Schematic Design

- A. LandTech will attend meetings as requested and necessary for the Preliminary Site Design for the project; included are 3 meetings (one with the public is included). LandTech will conduct an initial meeting with the Village to identify the following:
 - a. Goals and Objectives, + Final Budget
 - b. Scheduling
 - c. Participants in the project
 - d. Design Program
 - e. Administrative concerns
- B. From our discussion, it is understood that the project may include, but may not be limited to, the following amenities:
 - a. Demolition of selected facilities and the old playground area.
 - b. Design of new spray pad with a nature theme – a recirculating system is desired.
 - c. Create a spray pad design incorporating separate age groups, shade and sunning areas.
 - d. Installing a new, solar powered pathway lighting system
 - e. Create a new nature themed playground, 2 nature pod play areas, and 3 picnic table areas.
 - f. Dredging of pond bottom; Construction of shoreline enhancements and landscaping, and 3 new fishing overlooks.
 - g. Construction of a new family picnic shelter with a 'green' roof
 - h. Construction of a fully plumbed, permanent washroom building.
 - i. Installation of permanent bean bag toss and ping pong table.
 - j. Design and placement of site furnishings utilizing recycled materials, including litter cans, recycling cans, bike rack, benches, and picnic tables.
 - k. Expand parking with porous pavement
 - l. Preserve and re-use any existing amenities deemed worthwhile.
 - m. Installation of solar panels to assist energy use of the park elements
 - n. Budget and fees are based on the submitted OSLAD amount of \$ 800,000 including incidental and professional fees, and may be subject to change by the Village during the project. LandTech may request consideration for fee revisions with the scope.
 - o. It is understood that LandTech shall supply necessary design, horizontal and vertical layout for construction, utility locations, and other site conditions of the property necessary to perform the work.
 - p. Topography shall be performed for the site, unless provided by the village.
 - q. Coordination and submittal to the Village of Willowbrook for construction permits if required. All permit fees shall be paid by the Village.

- r. Design of the spray pad shall be performed by an approved architect / engineer with the Illinois Dept. of Public Health, and will be permitted by same.
 - a. Storm water engineering shall be provided for the new site developments per Village / County code.
 - b. Six (6) soil borings are included in the contract.
 - c. Also not included in these fees are discovery of hidden conditions, or private utilities that may affect the work.
- C. All permit fees and application fees shall be the responsibility of the Village. LandTech shall track and assist in the completion of required permits. Any required additional design, or revisions by consultants to achieve permit approval are included.
 - D. LandTech will facilitate one public meeting for design input and discussion, additional meetings will be held if required at an extra fee.
 - E. Prepare preliminary plans, based on the design program, for your review and input. Along with the plans will be an Opinion of Construction Cost.
 - F. All planning for the park shall satisfy the requirements of Federal and State Accessibility codes, IDNR OSLAD requirements, and other local requirements.
 - G. In review of the budget line items provided by the Village, LandTech is concerned that several improvements may be under- budgeted, including the permanent washrooms, Spray Pad, and dredging. It may be that the overall project budget will balance out. For instance, we have not had discussion on scoping of the dredging, and several factors come into play that will impact final costs and construction downtime.

Our fees will be based on the OSLAD grant, but are subject to change with scope if necessary.

PHASE 2 – DESIGN DEVELOPMENT

- A. Attendance at staff meetings as requested and necessary for the final construction documentation, design and installation of the project, included are 5 meetings.
- B. Preparation of final plan specifications and drawings for the construction of Willow Pond Park. LandTech shall prepare Bid documents for public bid, including Public work requirements, materials and installation specifications.

Legal, general bid documentation, and contracts between Owner and Contractor(s), including, but not limited to, Hold Harmless, Public contract and insurance requirements, Indemnity clauses, Bonding and Sureties shall be reviewed by the Village Legal Counsel to its satisfaction.
- C. Submit Final plans to the Village of Willowbrook.
- D. Revise plans one time per input of the Village.
- E. Prepare Cost Opinions and monitor throughout the life of the project.
- F. LandTech shall have no liability due arising from the performance or work of any consultants retained on the project.

PHASE 3 – CONSTRUCTION DOCUMENTS AND SPECIFICATIONS; BIDDING

- A. Attendance at staff meetings as requested and necessary for the final construction documentation, design and installation of the project, included are 2 meetings.
- B. Preparation of final plan specifications and drawings for the construction of Willow Pond Park. LandTech shall prepare Bid documents for public bid, including Public work requirements, materials and installation specifications.
- C. Prepare necessary trades proposals and bids as necessary for the work and to the satisfaction of the Village.

- D. LandTech shall review bids and proposals, and make a recommendation of qualified low bidder to the Village Board. Bonding, insurance, and necessary State forms shall be approved by Village legal counsel.
- E. The contractor for the Spray Pad must be certified with the State of Illinois Dept. of Public Health. The Village shall apply for all state operating permits.
- F. Re-Bids due to budget changes will be subject to additional fees.
- G. Costs are included to bid the project in two separate phases, or as separate trade-oriented contracts.

PHASE 4 – CONSTRUCTION OBSERVATION

- A. LandTech shall prepare and tabulate public bids for the project, and make recommendations for the low qualified bidder(s) to the Village.
- B. Pre-construction meeting with Village and contractor(s).
- C. On-site construction observation shall be conducted by LandTech as construction progress dictates, usually one time per week.
- D. The Village may perform, at its discretion, site inspections and observations at any time. Review product submittals in conjunction with project consultants.
- E. Observe and track construction progress, budget analysis, and change orders. Verify compliance of project work with plan specifications and plans.
- F. Review payout requests and make recommendations – the Village must make all final approvals of payments to contractors.
- G. Prepare, in conjunction with any other consultants, final reviews and punch lists of work to be completed or corrected upon substantial completion of the project.
- H. Field check the project upon completion to verify that all items have been repaired or completed to the Village’s satisfaction.

SCHEDULE:

- A. A schedule for the project shall be determined by LandTech and the Village during the initial phases of the project, and may be subject to appropriate construction periods, public hearings, and available financing.
- B. It is anticipated that project planning and permitting will occur over the spring and summer of 2014, with construction in fall of 2014.

TERMS and CONDITIONS:

- A. The Willowbrook shall defend, hold harmless and indemnify, LandTech against all suits, claims, damages, losses and expenses, including reasonable attorney’s fees and court costs, which are the result of an error, omissions or negligent act solely of the Owner or any of its employees and agents in the performance of services regarding this contract.
- B. LandTech shall defend, hold harmless and indemnify, the Village of Willowbrook against all suits, claims, damages, losses and expenses, including reasonable attorney’s fees and court costs, which are the result of an error, omissions or negligent act solely of the Landscape Architect or any of its employees in the performance of services regarding this contract.
- C. LandTech shall be named as an additional insured on all insurance policies for construction during the life of the Project.
- D. If requested, LandTech will furnish Documentation of General Liability and Professional Liability (errors and omissions) insurance in the amount of \$ 1,000,000.00 to the Village prior to commencing work on the contract. Said policies shall provide that they cannot be modified or canceled without at least 30 days prior written notice to the Owner.

- E. Progress payments shall be made to LandTech based upon progress billing at scheduled rates, of not more than 30 days after invoice for Planning and Inspection phases of the work. Delays in bidding, contract award, or other delays not due to the Landscape Architect shall not be cause to withhold payment for work completed by the LandTech or his consultants.
- F. Additional services that may be required by the Village, including further graphic presentation boards, construction observation and / or administration may billed at an hourly rate.
- G. LandTech will have no duty or responsibility for the discovery, determination, location, presence, handling, removal, disposal, or exposure of anyone or anything to hazardous materials or soils at the Project site(s), including, but not limited to asbestos, polychlorinated biphenyl or any other substances, whether now or at some later date considered to be toxic.
- H. No other reimbursable expenses will be incurred by LandTech outside the scope of this contract, such as soil borings, testing, topographic and property surveying, and use of specialized consultants, without written authorization from the Village.
- I. LandTech agrees to cooperate fully with any consultant, supervisor, or superintendent retained by the owner on the project.
- J. This agreement may be terminated in whole or in part at any time at the discretion of the Village, by giving to LandTech a minimum written seven (7) days notice of the termination date. LandTech will be compensated for all work performed as can be satisfactorily submitted to the Village.
- K. This contract between the Owner and Architect shall be subject to all requirements of the public laws and statutes of the State of Illinois where not addressed above.

FEES: (lump sum, not to exceed)

PHASE 1 – Schematic Design	\$ 3,000.00
Topography	\$ 5,000.00
PHASE 2 – Design Development	\$ 18,000.00
Civil / Utility Engineering - Permitting	\$ 9,500.00
Spray Pad Design Engineering / Permitting	\$ 8,500.00
PHASE 3 – Construction Documents - Bidding	\$ 10,000.00
PHASE 4 - Construction Observation (estimated on an hourly basis)	\$ 6,000.00

TOTAL (INCLUDING ESTIMATED OBSERVATIONS)	\$ 60,000.00
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ADDITIONAL SERVICES

Extra Public Meetings (each)	\$ 350.00
Administration and recordkeeping for OSLAD reimbursement (not including required CPA review)	\$ 1250.00

STANDARD RATES:

Principal Landscape Architect	\$	125.00 per hour
Administration / Observation	\$	95.00 per hour
Draftsman	\$	65.00 per hour

ADDITIONAL Services will include any changes or modifications to the work requested by the owner subsequent to approved completion of the final Site Plan; changes to completed Construction Documents; also any additional color renderings, prints, or other services not specifically addressed in the scope of services for the project.

REIMBURSABLES:

In addition to fees for Basic Services, LandTech will be compensated for the following customary out of pocket expenses:

Misc. Printing Fees to be reimbursed at 1.10 x cost.

SIGNATURES:

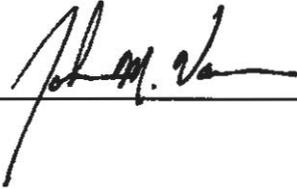
Owners Representative:

Mr. Tim Halik
Village of Willowbrook
7760 Quincy Street
Willowbrook, IL. 60527-5594

Landscape Architect:

John M. Vann, LandTech Design LTD.
2930 Cherry Road
Oswego IL. 60543
Phone: (630) 554-9984
Fax: (630) 206-1484

By: _____

By:  _____

Title: _____

Title: Owner _____

Date: _____

Date: 6-1-12 _____



Design Perspectives INC.
Grounded in Creativity

December 19, 2013

Mr. Tim Halik,
Village Administrator
Village of Willowbrook
7760 Quincy Street
Willowbrook, IL 60527

RE: Professional Services for Willow Pond Park OSLAD Implementation,
Willowbrook, IL
(Proposal Number: 14-244Q)

Dear Tim,

Design Perspectives, Inc. is pleased to submit this proposal for professional services for Willow Pond Park. We are excited to continue our involvement on this project. As a dedicated provider of professional design services for park and recreation agencies in the Midwest, we promise to deliver to you a creative approach that can be accomplished through a team setting. This is a turn-key proposal for professional service including a full assortment of needed consultants for the project.

We have established a great working relationship with you and your park and recreation agency. We anticipate kicking off this next phase of the project as soon as the OSLAD grant is approved. **Please note that if the OSLAD grant for this project is not approved by IDNR, this contract will become null and void. Furthermore, no work will commence and no costs incurred until the IDNR notice of the OSLAD grant is awarded.**

We have been asked to include this scope to address an interest in developing a series of bid packages to trade contractors versus the one contract approach from a general contractor as we have typically witnessed on other contracts. Opportunities do exist to expand our scope into more responsibility for bidding and construction contract oversight. This leads us into true project management services and provides the highest level of owner comfort.

Project management addresses the full range of activities from the beginning to the end of a project and addresses the need to have someone stay on top of the project. It addresses "technical" skills like scheduling, multiple bid package

1280 Iroquois Avenue
Suite 110
Naperville, Illinois 60563

Phone: 630-428-3134

development and encompasses complex disciplines such as design scope definition, procurement and communications. Clients receive value from this approach by driving down project cost, reduce cycle timelines while increasing client return on their investment by a streamlined project process yielding less worries in the day to day decision making and project upkeep.

We would propose the following service offerings:

- Strategic Project Planning
- Budget & Schedule Development
- Multiple Bid Packages
- Construction Contract Coordination

To receive maximum benefit under the Project Management approach, Design Perspectives will place Tod Stanton on-site as listed within the proposal. Mr. Stanton has performed this role for other clients as well as his tenure at the Naperville Park District and has recently completed four other OSLAD grants using this approach. It is an extremely effective approach when the goal is to reduce project costs and give smaller local contractors a chance to successfully obtain construction work. This whole process is meant to provide better communication and reducing time; therefore saving the Owner money. A typical general contractor mark up would be up to 10 plus percent.

The Firm of Design Perspectives, Inc. has broken the project into a series of steps that we have included as professional services for this project effort.

Base Scope of Services

A. Project Start Up

Design Perspectives, Inc. will meet with select village staff to fully define the work plan as it relates specifically to the task, along with finalizing the schedule. The purpose of this start up meeting is to establish project and meeting schedules, and request any additional documentation. A topographic survey will be provided. Soil borings will be taken at this time to verify sub surface conditions.

Total number of meetings for this step: 1

B. Design Development

After working with village staff to establish the project direction, we will attend a commission meeting during this phase of work to provide updates on the project status, schedule and seek additional design input before the construction document phase.

Total number of meetings for this step: 1

C. Construction Documents

Using the design development plan from the OSLAD grant, we will prepare a set of construction document plans that build upon themselves using AutoCad R2008. The documents will be presented and reviewed once by village staff. A sign-off will be needed to move into the next phase. Cost estimates will be prepared, reviewed and approved. One round of revisions will be made based on input from staff. A final set of plans will be prepared to illustrate the design intent for construction. We anticipate approximately thirty sheets in the drawing set. We will also prepare the project manual containing technical specifications for scope of work and quantities for bidding purposes.

Specific Tasks Include:

1. Finalize the graphic and written documentation that will be used to permit, bid and construct the park project.
2. Prepare "Front End Documents" for project manual.
3. Prepare Division 2 Technical Specifications as it relates to our scope of work.
4. Prepare final cost estimate for construction work.
5. Prepare quantities of work for Bid Form.
6. Meet with the village project team up to 2 times to review and coordinate construction documents.

Total number of meetings for this step: Up to 2

D. Permitting

The village staff will serve as the primary contact during the permitting process. We will assist the village in the securing local permits necessary to build the project. This will include making one set of permit revisions and attend one meeting to answer questions and assist in coordinating the permit submittal. We will also prepare the IDPH permit necessary for the water playground permitting process. We will make two set of permit revisions to the IDPH permit set in our base fee. Any additional IDPH permit revisions will be handled on an hourly fee basis.

Total number of meetings for this step: Up to 1

E. Multiple Bid Package Assistance

Design Perspectives will prepare the needed bid sets during the bidding process. We will be available to attend pre-bid meetings and issue written addenda as needed during the bidding timeframe. We will also prepare a recommendation for contract award for each bid set. We would anticipate up to 8 independent bid sets to maximize schedule and minimize construction costs.

Specific Tasks Include:

1. Attend a pre-bid meeting for interested bidders.
2. Answer incidental contractor questions regarding the documents.
3. Issue written addenda for distribution to all bidders regarding clarifications or substantial changes of the bidding documents as approved by you.
4. Attend bid opening.
5. Review bids as requested.
6. Prepare construction contracts.

Total number of meetings for this step: Up to 10

F. Construction Observation & Coordination

Design Perspectives will conduct site visits during construction. We will attend regularly held project meetings, coordinate requested paperwork and provide on-site observation of the construction activities.

Specific Tasks Include:

1. Attend and coordinate pre-construction meetings with contractors.
2. Attend construction meetings to observe the work at intervals appropriate to the stage of construction.
3. Conduct unannounced informal spot observations of contractors work.
4. Review owner requested change orders.
5. Review contractor's application for payment.
6. Review contractor's project submittals.
7. Review the site for substantial completion, prepare punch list and provide recommendation for final completion.

Design Perspectives will place a project manager within the Village of Willowbrook for a total of 8 hours per week to coordinate and advance the construction work with direct Owner feedback for a six month construction process. If time extends beyond the six month process, additional time will be billed in associated with this additional service.

The proposal does include land surveying, civil engineering and mechanical, electrical and plumbing engineering services, geo-technical assistance and associated costs have been included in our base fee.

1280 Iroquois Avenue
Suite 110
Naperville, Illinois 60563

Phone: 630-428-3134

The firm's selected to assist us on this project are the following:

1. Civil Engineering: Applied Engineering Services, Ltd, McHenry, IL, Schefflow Engineers, Inc, Elgin, IL or Engineering Resource Associates, Ltd, Warrenville, IL
2. MEP Engineering: William J. Hoekstra Engineering, Alsip, IL
3. Surveying: TBD
4. Geo-technical: ESC Midwest: Chicago/Bufalo Grove, IL

STAFF ASSIGNMENTS:

The staff assigned to work on this project has the unique qualifications to complete this project in a quick and efficient manner. Tod J. Stanton, will serve as principal project manager for this project and will be assisted by Matt Adams, landscape designer.

FEES:

The scope below has been broken down with a lump sum fee approach for each task. The total to complete items A-H is \$108,330.00. Our proposal includes the cost for a professional land surveyor, civil engineer and electrical engineer. The reimbursable expenses will be billed at cost and are not included in the lump sum fee. A preliminary budget of \$1,000.00 should be set to cover the necessary expenses. Any work outside of the services listed in this proposal will be handled on an hourly basis with a budget allowance approved by the Client prior to commencing the work.

Base Task/Phase	Cost
A. Project Start-Up	\$440.00
B. Design Development	\$5,310.00
C. Construction Documents	\$26,660.00
D. Permitting	\$5,610.00
E. Multiple Bid Package Development	\$7,440.00
F. On-Site Construction Observation & Coordination	\$28,870.00
DP Sub-total:	\$74,330.00
G. Sub-consultant Fees Allowance	\$34,000.00
H. Reimbursable Expenses	\$1,000.00
Total Contract:	\$108,330.00

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2014-15 HOURLY BILLING RATES:

Principal: \$125.00 per hour
Project Manager/Designer: \$95.00 per hour
CAD Drafter: \$65.00 per hour
Administrator: \$35.00 per hour

Sub-Consultants hourly billing rates will be provided upon Owner's request.

PROJECT SCHEDULE:

We will complete this project according to the following schedule:

Task/Phase	Month
A. Project Start-Up	May 2014
B. Design Development	May 2014
C. Construction Documents	June-July 2014
D. Permitting	July-September 2014
E. Multiple Bid Package Development	September 2014
F. On-Site Construction Observation & Coordination	October 2014-June 2015*

INVOICING:

We will invoice this project on a 30-day cycle. Prompt payment is expected within 30 days from Client per the Illinois Prompt Payment Act.

If you have any questions, please contact me at 630-428-3134 or e-mail: tstanton@design-perspectives.net. In closing, I look forward to working with you on this project.

Sincerely,



Tod J. Stanton, ASLA
President
Design Perspectives, Inc.

1280 Iroquois Avenue
Suite 110
Naperville, Illinois 60563

Phone: 630-428-3134

If the above scope of work and terms are acceptable, please sign below and send one copy to us. An executed copy of this proposal will serve as our binding agreement between both parties. This proposal expires if not properly executed for the scope of work outlined after March 7, 2014.

Authorized Signature
Village of Willowbrook



Mr. Tod J. Stanton,
President
Design Perspectives, Inc.

Date

12-19-13

Date

1280 Iroquois Avenue
Suite 110
Naperville, Illinois 60563

Phone: 630-428-3134

TERMS & CONDITIONS:

- A. Standard of Care – The standard level of care for professional services performed by Consultant under this Agreement will be the skill and care used by members of Consultant's profession practicing under similar circumstances at the same time and locality.
- B. Indemnification – Client and Consultant each agree to identify and hold harmless, and their respective officers, employees, agents and representatives, from and against liability for all claims, losses, damages and expenses, including reasonable attorney fees and court costs, to the extent such claims, losses, damages, or expenses are caused by the Indemnifying party's negligent acts, errors or omissions. In the event claims, losses, damages or expenses are caused by joint or concurrent negligence of the Client and Consultant, they shall be borne by each party in proportion to its negligence. All claims shall be limited to the contract value for this Agreement's scope of service.
- C. Dispute Resolution – Client and Consultant agree that they shall first submit any and all unsettled claims, counter claims, disputes, and other matters in question arising out of or related to this Agreement to mediation in accordance with industry rules of American Arbitration Association, effective as of the date of this agreement.
- D. Termination of Contract – Client may terminate this Agreement with seven days prior written notice to Consultant for convenience or cause. Consultant may terminate this Agreement with seven days prior written notice to Client. Upon written termination, all project related material will be turned over to the Client upon request and payment has been made up for all work up to request of termination. Failure of Client to make payments when due shall be cause for suspension of services and ultimately termination.
- E. Opinions of Cost – When included in Consultant's scope of services, estimates of probable construction cost are prepared by Consultant to represent judgment as a professional generally familiar with the industry. Consultant makes no claim to control these associated costs and may vary from Consultant's estimate.
- F. Force Majeure – Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without negligence.
- G. Ownership of Documents – Use of the documents by Client without permission shall be at the Client's sole risk.
- H. Payment – We will invoice this project on a 30-day cycle. Prompt payment is expected within 30 days from Client per the Illinois Prompt Payment Act. **Please note that if the OSLAD grant for this project is not approved by IDNR, this contract will become null and void. Furthermore, no work will commence and no costs incurred until the IDNR notice of the OSLAD grant is awarded.**

Village of Willowbrook
Willow Pond Park Re-development

TASKS	Principal	PM/Designer	CAD Drafter	Admin.	TOTAL	TOTAL
	\$ 125	\$ 95	\$ 65	\$ 35	HOURS	DOLLARS
A. Project Start-Up						
A1. Kickoff Meeting	2	2	0	0	4	\$ 440
					Subtotal	4 \$ 440
B. Design Development						
B1. Finalize Site Plan and Prepare DD Set of Plans	4	4	40	0	48	\$ 3,480
B2. Commission Meeting Update & Budget Review	8	8	0	2	18	\$ 1,830
					Subtotal	66 \$ 5,310
C. Construction Documents						
C1. Prepare 50% Construction Documents	24	32	120	8	184	\$ 14,120
C2. Prepare 90% Construction Documents	24	12	80	8	124	\$ 9,620
C3. Project Meetings/Administration	12	12	0	8	32	\$ 2,920
					Subtotal	340 \$ 26,660
D. Permitting						
D1. Permit Submittal	4	12	8	2	26	\$ 2,230
D2. Permit Revisions	8	12	18	2	40	\$ 3,380
D3. Project Meetings/Administration	8	0	0	0	8	\$ 1,000
					Subtotal	26 \$ 5,610
E. Multiple Bid Package Development						
E1. Prepare trade bid packages	2	24	32	0	58	\$ 4,610
E2. Prepare written addendum	2	12	0	0	14	\$ 1,390
E3. Attend pre-bid meeting	2	2	0	0	4	\$ 440
E4. Attend bid opening & Prepare recommendation	8	0	0	0	8	\$ 1,000
					Subtotal	26 \$ 7,440
F. On-Site Construction Observation & Coordination						
F1. On-site Monitoring & Project Meetings	4	190	0	8	202	\$ 18,830
F2. Construction paperwork	8	60	0	8	76	\$ 6,980
F3. Project closeout	4	24	0	8	36	\$ 3,060
					Subtotal	314 \$ 28,870
ANALYSIS TOTALS: LABOR HOURS	124	406	298	54		
ANALYSIS TOTALS: LABOR DOLLARS	\$ 15,500	\$ 38,570	\$ 19,370	\$ 1,890		\$ 74,330
					Subtotal	\$ 74,330
					DIRECT COSTS	
					Sub consultants Allowance	
					Civil Engineering/Topo	\$ 18,300
					MEP Engineering	\$ 11,500
					Geo-Tech/Retaining	\$ 3,000
					Reimbursable Expenses	\$ 1,000
					Subtotal	\$ 34,000
					TOTAL	\$ 108,330