



PLANNING
RESOURCES INC.

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Attachment A

Design Services Agreement: May 31, 2013

Landscape Architect: **Planning Resources Inc.**
402 W. Liberty Drive
Wheaton, Illinois 60187

Client: **Wheaton Park District**
1000 Manchester Road
Wheaton, Illinois 60187

Project: **Wheaton Central Park Phase I & II Development**

Task

1.0 DESIGN REFINEMENT/DEVELOPMENT PHASE

1.1 **Meeting #1:** Initiation meeting with WPD staff:

- * Discuss work program and schedule
- * Identify revisions and plan refinements
- * Determine what ordinances the construction project must follow

1.2 **Design Refinement:**

- * Refine and modify plan as may be required for development to meet new grading and site allowances as provided by Bradford Development.

1.3 **Meeting #2:** Meet with WPD staff to review revised design plan and project estimate
Seek authorization to proceed with construction documentation phase.

2.0 CONSTRUCTION DOCUMENTATION PHASE

2.1 **Site Survey:** Receive and review survey supplied by the WPD to be used as base for the project. Reformat as necessary. (Survey to be in AutoCAD dwg format 2007 or newer – see also *Client Responsibilities*).

2.2 **Construction Document Preparation:** Prepare construction documents and the necessary construction details for the following design elements. WPD staff will be included in the redline submittals and will be given deadlines for resubmitting to Planning Resources for review and continued development.

- * Site grading
- * Storm drainage
- * Pavements-seating areas, walks, and paths
- * Fountain area development option (future design element)

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- * Historic markers/features
 - * Formal gardens
 - * Entry developments
 - * Landscape planting and native plantings
- 2.3 **Progress Submittal:** Submit Construction Documents for review with the WPD at 50% and 80% complete. The WPD shall revise redlines accordingly and resubmit to Planning Resources for final review and revisions.
- 2.4 **Project Manual and Technical Specifications:** Project Manuals will be prepared which will include bid proposal forms; legal advertisement; special conditions; instruction to bidders; and technical specifications. (Front end General Conditions to be supplied by the District)
- 2.5 **Final Estimate of Probable Construction:** Prepare quantity estimate and final construction estimate for the project based on the final Construction Documents and Technical Specification for the project.
- 2.6 **In-house Quality Control Review:** Review the previously prepared drawings to ensure accuracy and a complete set of construction documents. Final coordination with WPD staff. This review will identify construction elements in need of clarification and/or additional detailed annotation to eliminate uncertainties during the bidding process and ultimately provide the Park District with the most competitive bids possible. WPD to revise as needed.
- 2.7 **Final Submittal & Review Meeting #3:** Attend a final review meeting with the WPD to review and discuss 100% complete Construction Documentation, Project Manual, Final Construction Estimate and the bidding and construction process. We will also seek authorization to solicit competitive bids.

3.0 BIDDING PROCESS

- 3.1 **Contractor Recommendations:** Assist the WPD in preparing a list of qualified contractors to perform the work required as envisioned and depicted on the Construction Documents.
- 3.2 **Bidding Assistance:** Bid documents will be distributed to qualified contractors for competitive bidding. We will assist plan holders with any questions and/or problems encountered during the bid period. Should clarification of the documents be required, Addenda will be released to the contractors upon authorization by the Park District.
- 3.3 **Pre-Bid Conference-Meeting #4:** Attend and facilitate a pre-bid conference for all interested bidders at a date and time to be determined by WPD staff.

- 3.4 ***Bid Analysis and Recommendations:*** Attend and assist the WPD during their bid opening. Upon receipt of qualified bids for the project, we will review the bids and make a recommendation for a contract award. Bid tabulation showing the entire results of the bidding as received will be prepared. Copies of the bid tabs will be distributed as required by the District. Assist WPD staff in the preparation of the Contract for construction.

4.0 CONSTRUCTION OBSERVATION & ADMINISTRATION

- 4.1 ***Meeting #5:*** Attend Pre-Construction meeting with selected contractor and the District. We will discuss the construction schedule and answer questions regarding the Construction Documents or Project Manual.

Services Not Included:

Our scope of work does not include construction management services beyond that proposed in Phase 4 such as the contractor's means, methods, techniques, schedule, sequences nor procedures, or for construction safety or any other related programs, or for the contractor's failure to complete the work in accordance with the plans and specifications. In addition, the following work is not included in the scope of work, and will be compensated for a pre-agreed amount, or on an hourly basis in accordance with the current rate schedule:

- * Owner/client initiated plan revisions for previously completed and approved work during the construction document process;
- * Subsurface investigation, compaction **testing of soils and pavements** (This may be Required);
- * Site Survey, Property line location;
- * Soil Erosions and Sedimentation and permitting; and
- * Storm water storage documentation and permitting; and
- * Exhaustive nor continuous on-site inspections to check the quality nor quantity of work beyond those specified or as mutually agreed to by the WPD and PRI.

Client Responsibilities

- The WPD will provide to PRI a Topographic Survey for the site. The Survey shall be prepared in AutoCAD dwg format 2007 or newer and include the following information about the site and adjacent public right-of-way:
 - * Spot grade elevations and curb lines of all adjacent streets, and on-site pavements; existing tree locations with spot grade elevations at each tree and other existing pertinent surface features, such as existing walls, paths, play equipment, shelters, washroom buildings, site furnishings, sewer structures, valves, hydrants, utility poles and structures, light poles and fencing;
 - * Rights-of-way boundaries and property lines take from the District records and site plan of the park parcel;

- * Existing topography depicted in one foot contours; and
 - * Underground utility information including sewer inverts and sizes when evident on the site or by utilizing existing District Atlases or archive drawings. *Planning Resources will not be responsible for the location of any underground utility that is not evident at the site and is not shown on District Atlases or District archived drawings provided to PRI by the WPD).*
- The WPD shall provide all information to the landscape architect required for the timely preparation of the plan.
 - The WPD shall identify objectives, schedule, and budget and provide them to the landscape architect during Task 1 identified previously.

Use of Documents

- All drawings and documents prepared by the landscape architect for this project are for the sole use with respect to this project and are the products for the services provided by the landscape architect.
- The landscape architect is the author of these drawings and documents, and retains legal, statutory, reserved rights and copyright privileges.
- The Client shall retain copies of drawings and plans and use such documents in the execution of the project.

Fee Compensation

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

Anticipated Direct Costs	\$ 350.00
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- **Labor Costs:** Compensation for Tasks 1-3 Design Layout and Construction Detailing and General Consulting Services shall be a lump sum fee as follows:

Labor Costs Task 1	\$ 830.00
Labor Costs Task 2	\$ 8,400.00
Labor Costs Task 3	\$ 880.00
Labor Costs Task 4	\$ 270.00

Sub Total PRI Labor Compensation	\$10,380.00
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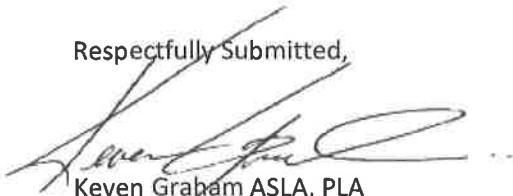
- **Additional Meetings:** The proposal as submitted includes a total of **5 meetings**. Compensation for additional meetings and hearings not specified herein shall be performed on an hourly basis. The hourly rates for these services are as follows:

Principal	\$135.00/hr
Senior Landscape Arch.	\$115.00/hr

Landscape Architect	\$98.00/hr
CAD Drafting	\$65.00/hr
Office Services	\$59.00/hr

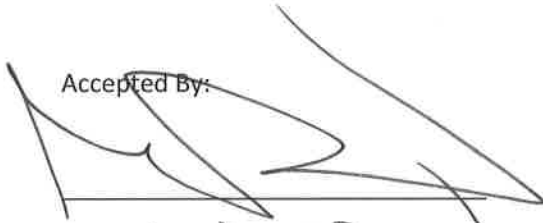
- **Grand Total Compensation:** The cost of the entire project as described in Task 1-5 including costs enumerated above shall not exceed **\$ 10,730.00.**
- The landscape architect shall submit monthly invoices for Labor and Direct Costs, and Additional Services. Accounts are payable on receipt of invoice.

Respectfully Submitted,



Keven Graham ASLA, PLA
Principal/Landscape Architect
Planning Resources Inc.

Accepted By:


Michael J. Bennett
Executive Director

7/3/13