



PLANNING
RESOURCES INC.

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Contract Administration Scope

Design Services Agreement: February 27, 2018

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

Client: **Wheaton Park District (WPD)**
102 E. Wesley Street
Wheaton, Illinois 60187

Project: **Central Park Phase 2 (Project)**
Contract Administration Services

Compensation:

The PRI Team proposes to perform Contract Administration Services for the development of Central Park Phase 2. These services and deliverables will be performed in conformance with industry standards for the total compensation costs of \$4,420.00 (***Four thousand four hundred twenty dollars and no cents***). The fees expressed are for total services which include professional services to perform the Contract Administration Services required for the project including the cost of any transportation, and necessary direct expenses associated with the project.

The above total cost is comprised of the following Key Tasks:

1.0 CONSTRUCTION OBSERVATION & ADMINISTRATION

- 1.1 **Meeting #1** 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.
- 1.2 **Construction Progress Review:** Visit the site at intervals appropriate to the stage of the Contractor's operations as authorized by the District (5 total) to review and make recommendations on the layout, quality and adherence to the construction plans and the original design intent. (The construction progress review services will not include supervision of the contractors, nor their means, methods, techniques, schedules, sequences nor procedures, nor for construction safety, nor any other related programs.)

Tree Tagging/Approval: Upon approval from the District, PRI will visit one (1) nursery within a 20 mile radius of the project site to review selected/tagged trees and shrubs to be used on the project.
- 1.3 **Defective Work:** Reject Work if, on the basis of Landscape Architect's observations, Landscape Architect believes that such Work (a) is defective under the standards set forth in the Contract Documents, (b) will not produce a completed project that conforms to the Contract Documents, or (c) will imperil the integrity of the design concept of the completed project as a functioning whole as indicated by the Contract Documents.

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- 1.4 **Clarifications and interpretations; Field Orders:** Issue necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of Contractor's Work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents.
- 1.5 **Pay Request Review and Approval:** Receive and review the Contractor's requests for payment, including waivers and sworn statements and make recommendations for approval. Review of Certified Payroll documentation will be the responsibility of the Park District.
- 1.6 **Contract Administration:** Review or take other appropriate action regarding Contractor submittals; Prepare necessary change orders and written field orders as may be required.
- 1.7 **Substantial Complete and Final Inspections:** Schedule and conduct inspections to determine substantial and final project completion. We will prepare a punch list identifying incomplete or deficient work for distribution to the Contractor and the District.

Services Not Included:

Our scope of work does not include construction management services beyond that proposed in Task 1 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 amounts, or on an hourly basis in accordance with PRI's 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, materials, and pavements** (This may be Required);
- * Site Survey, Property line location;
- * Soil Erosions and Sedimentation Control Inspections (National Pollutant Discharge Elimination System (NPDES) permit inspections; and
- * Exhaustive nor continuous on-site inspections to check the quality or quantity of work beyond those specified or as mutually agreed to by the WPD and PRI.

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	\$	100.00
Sub Total Direct Costs	\$	100.00

- **Professional Fees:** Compensation for Tasks 1 General Contract Administration Consulting Services shall be a lump sum fee as follows:

Site Visits	
Up to 5 @ 1.5 hrs ea	\$ 975.00
Site Visits Observation Report Dev.	
Up to 5 @ 1.0 hrs ea	\$ 650.00
Tree Tagging/Approval.	
Up to 5 @ 6.0 hrs ea	\$ 780.00
Pay Request Review	
Estimated 4@ 0.75 hrs ea	\$ 390.00
Change Order Development/Review	
Estimated 2@ 1.5 hrs ea	\$ 390.00
Substantial/Final Completion: Punch lists	
2@ 3.5 hrs ea	\$ 910.00
Owner/Contractor Coordination	
5@ 0.5 hrs ea	<u>\$ 325.00</u>
Sub Total PRI Fee Compensation	\$4, 420.00

- **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	\$150.00/hr
Senior Landscape Arch.	\$130.00/hr
Landscape Architect	\$105.00/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 including costs enumerated above shall not exceed **\$4,420.00**.
- The landscape architect shall submit monthly invoices for Professional Fees and Direct Costs, and Additional Services. Accounts are payable on receipt of invoice.

Additional Task Items for Considerations

- **Soil Erosion and Sedimentation Control Inspections:** Provide periodic soil erosion and sedimentation control inspections during construction as required by the site development permit and National Pollutant Discharge Elimination System permit requirements.

The NPDES permit may require inspections on a regular interval. The interval of every 7-days or within 24-hours of a greater than 0.5-inch rainfall event. The regular 7-day

inspection cycle may be required throughout the winter months as well even if there is no active construction underway. A fee estimate Not to Exceed (NTE) will be provided under separate agreement if such services are required.

Darrell Garrison, ASLA, PLA, CPSI
President/Principal



Date: 2/27/18

Michael Benard
Executive Director



Date: 3/14/18