



## TINLEY PANDUIT LEGACY POND

Village of Tinley Park

Proposal for Landscape Architecture Services

Project No. 7954

January 9, 2016

### PROJECT UNDERSTANDING

The Village of Tinley Park (Village) is seeking professional landscape architecture services for preparing a landscape plan, construction documents, bidding and negotiations, and contract administration for the Panduit Legacy Pond site at 175th Street and Ridgeland Avenue in the Tinley Park, Illinois. The project shall include landscape enhancements around the perimeter of the stormwater detention basin designed by Robinson Engineering (Village Engineer). The scope of work shall include a multi-use pathway, landscape plantings around the perimeter, native plantings throughout the basin and slopes, one entry plaza and interpretive signage. In response, *site design group, ltd. (site)* proposes to provide the following services:

#### 1.00 SCHEMATIC DESIGN

- 1.01. **Kick-Off Meeting:** *site* shall participate in a Kick-Off Meeting with the Village to review the proposed program and evaluate it in respect to the proposed scope, budget and schedule to make recommendations.
- 1.02. **Site Review & Evaluation:** *site* shall review the site and existing conditions, data and documents related to the landscape design. *site* shall be provided with engineering drawings and a topographic land survey in electronic format compatible with AutoCAD for *site's* use on this project.
- 1.03. **Concept Design:** *site* shall develop a conceptual landscape plan showing two construction phases. Phase I design shall include: a multi-use pathway, landscape plantings around the perimeter, native plantings throughout the basin and slopes, one entry plaza and interpretive signage. Phase II design shall include: a second entry plaza and a deck/overlook area. The design shall be submitted to the Village for review and comments.
- 1.04. **Preliminary Cost Estimate:** *site* shall prepare a preliminary opinion of probable construction costs for landscape related elements and/or systems contained within this scope based on experience and qualifications representing professional's best judgment. *site* cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from *site's* opinions or estimates of probable construction cost.
- 1.05. **Review Meetings:** *site* anticipates up two (2) Client review meetings during this phase.
- 1.06. **Concept Plan Rendering:** *site* shall prepare a colored plan rendering of the site concept.

## 2.00 DESIGN DEVELOPMENT

- 2.01. Design Development: From the approved concept design in the previous phase, *site* shall work with the Village to refine the design, phasing, layout, dimensions, details, and select materials.

## 3.00 CONSTRUCTION DOCUMENTS

- 3.01. Engineering Coordination: *site* shall coordinate with Village Engineer, who shall provide civil engineering for site demolition, grading, utilities, paving and geometry layouts.
- 3.02. Landscape Drawings: *site* shall refine the design drawings with notations, dimensions and detailing suitable for bidding, procurement, construction, and installation. Landscape Planting Drawings shall show planting bed, tree, shrub, seeding and plug installation locations. Plant schedule shall show quantities, species and sizes of plant material. Site furnishing drawings shall include benches and details.
- 3.03. Technical Specifications: *site* shall prepare technical specifications for all new construction work for this project designed in this scope of work. Technical sections shall be provided for inclusion into a complete Project Manual. Front end project requirements shall be provided by the Village.
- 3.04. Review Meetings: The design shall be submitted to the Village for review and comments. *site* anticipates one (1) Client review meeting in this phase.

## 4.00 BIDDING AND NEGOTIATIONS

- 4.01. Pre-Bid Meeting: *site* shall attend one (1) Pre-Bid Meeting.
- 4.02. Addenda Q&A: *site* shall be available to answer questions from bidders regarding the landscape and civil design during the bidding process. Addenda shall be prepared to clarify or modify the construction documents. Addenda prepared for changes to the approved design intent shall be considered additional services.
- 4.03. Bid Review & Recommendation: *site* shall receive and review bids. *site* shall prepare a summary of bid results and make a recommendation to the Village.

## 5.00 CONTRACT ADMINISTRATION

- 5.01. Preconstruction Meeting: *site* shall participate in a preconstruction meeting at the project site.
- 5.02. Site Visits: During construction, *site* shall make up to eight (8) site visits to review completion of the work in accordance with the foregoing plans and specifications prepared by *site*. Additional field visits shall be made upon request on a Time and Expense basis.
- 5.03. Submittal Review: *site* shall be available to review relevant submittals made by the Contractor for the items required by the Project Manual. *site* shall respond to contractor Requests For Information (RFI's) regarding the construction documents and the design intent.

- 5.04. Plant and Tree Tagging: *site* shall provide for one day trip to nursery suppliers, within 100 mile distance of downtown Chicago, to review and tag plants, shrubs, and/or trees for this project.
- 5.05. Punch List: *site* shall visit the site at Substantial Completion and prepare a Punch List for final acceptance of work still requiring completion. *site* shall visit the site for a review of completed punch list items. *site* shall collect from contractor the project record documents and other close out items.

**PROPOSED FEES**

site shall provide Professional Services for the referenced project as outlined above and per the attached Detailed Fee Proposal based on Time and Expenses not to exceed **Twenty Eight Thousand One Hundred Ninety Dollars and No Cents (\$28,190.00)** plus reimbursable expenses.

Exceptions to this Proposal: Architecture, Civil, Structural, Electrical, Mechanical, Plumbing, etc.

**PROFESSIONAL SERVICES AND RATES**

All Additional Services for this project beyond this Scope of Services shall be performed on a time and expense basis using the following hourly rates plus reimbursable expenses:

Principal In Charge .....	\$200.00
Project Manager/ Architect .....	\$120.00
Project Designer .....	\$110.00
Draftsperson .....	\$90.00
Technical Aide/ Administrative .....	\$75.00
Staff Loan/ Arborist.....	\$90.00

Reimbursable Expenses as actual expenditures made in the interest of this project (plotting, reproduction costs, shipping and handling of Drawings & Documents, transportation, etc.) shall be billed at the amount billed site.

Submitted by:  
SITE DESIGN GROUP, LTD.



Robert K. Sit, Principal

January 9, 2016

Date

Accepted by:  
VILLAGE OF TINLEY PARK



Authorized Signature

January 17, 2017

Date

**DETAILED FEE PROPOSAL - LANDSCAPE ARCHITECTURE SERVICES**

**Panduit Legacy Pond**

for Village of Tinley Park

site design group, ltd

Project Number 7954

January 9, 2016

Site Design Group, Ltd.		Qn	Principal in Charge		Project Designer		Staff Loan/ Arborist		CAD Operator/ Draftsperson		Technical Aide		Subtotals	
			Hours	Fee \$200	Hours	Fee \$110	Hours	Fee \$90	Hours	Fee \$90	Hours	Fee \$75	Hours	Fee
<b>1.00 SCHEMATIC DESIGN</b>														
1.01	Kick Off Meeting			\$0		\$0	2	\$180		\$0		\$0	2	\$180
1.02	Site Review & Evaluation			\$0		\$0	2	\$180		\$0		\$0	2	\$180
1.03	Concept Design		1	\$200	4	\$440	2	\$180	2	\$180		\$0	9	\$1,000
1.04	Preliminary Cost Estimate			\$0		\$0	4	\$360		\$0		\$0	4	\$360
1.05	Review Meeting	2		\$0		\$0	4	\$360		\$0		\$0	4	\$360
1.06	Concept Rendering		1	\$200	12	\$1,320	4	\$360		\$0		\$0	17	\$1,880
Phase Subtotal			2	\$400	16	\$1,760	18	\$1,620	2	\$180	0	\$0	38	\$3,960
<b>2.00 DESIGN DEVELOPMENT</b>														
2.01	Design Development		1	\$200	16	\$1,760	16	\$1,440	8	\$720		\$0	41	\$4,120
Phase Subtotal			1	\$200	16	\$1,760	16	\$1,440	8	\$720	0	\$0	41	\$4,120
<b>3.00 CONSTRUCTION DOCUMENTS</b>														
3.01	Engineering Coordination			\$0	2	\$220	8	\$720	2	\$180		\$0	12	\$1,120
3.02	Landscape Drawings		2	\$400	8	\$880	16	\$1,440	48	\$4,320		\$0	74	\$7,040
3.03	Technical Specifications			\$0	8	\$880	8	\$720		\$0	2	\$150	18	\$1,750
3.04	Cost Estimate Revisions			\$0	4	\$440	8	\$720	4	\$360		\$0	16	\$1,520
3.05	Review Meetings	1		\$0	2	\$220	2	\$180		\$0		\$0	4	\$400
Phase Subtotal			2	\$400	24	\$2,640	42	\$3,780	54	\$4,860	2	\$150	124	\$11,830
<b>4.00 BIDDING &amp; NEGOTIATIONS</b>														
4.01	Pre-Bid Meeting			\$0		\$0	4	\$360		\$0		\$0	4	\$360
4.02	Addenda & QA			\$0		\$0	8	\$720	4	\$360		\$0	12	\$1,080
4.03	Bid Review & Recommendation			\$0		\$0	4	\$360		\$0		\$0	4	\$360
Phase Subtotal			0	\$0	0	\$0	16	\$1,440	4	\$360	0	\$0	20	\$1,800
<b>5.00 CONTRACT ADMINISTRATION</b>														
5.01	Preconstruction Meeting			\$0		\$0	4	\$360		\$0		\$0	4	\$360
5.02	Site Visits	8		\$0		\$0	16	\$1,440		\$0		\$0	16	\$1,440
5.03	Submittal Review			\$0		\$0	16	\$1,440	12	\$1,080		\$0	28	\$2,520
5.04	Plant & Tree Tagging			\$0		\$0	8	\$720		\$0		\$0	8	\$720
5.05	Punchlist			\$0		\$0	16	\$1,440		\$0		\$0	16	\$1,440
Phase Subtotal			0	\$0	0	\$0	60	\$5,400	12	\$1,080	0	\$0	72	\$6,480
<b>TOTAL BASIC SERVICES HOURS &amp; FEES</b>			<b>5</b>	<b>\$1,000</b>	<b>56</b>	<b>\$6,160</b>	<b>152</b>	<b>\$13,680</b>	<b>80</b>	<b>\$7,200</b>	<b>2</b>	<b>\$150</b>	<b>295</b>	<b>\$28,190</b>