
THE VILLAGE OF TINLEY PARK
Cook County, Illinois
Will County, Illinois

RESOLUTION
NO. 2018-R-038

**A RESOLUTION APPROVING THE PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE VILLAGE OF TINLEY PARK AND THE LAKOTA GROUP**

JACOB C. VANDENBERG, PRESIDENT
KRISTIN A. THIRION, VILLAGE CLERK

MICHAEL J. PANNITTO
BRIAN H. YOUNKER
CYNTHIA A. BERG
WILLIAM P. BRADY
MICHAEL W. GLOTZ
Board of Trustees

RESOLUTION NO. 2018-R-038

A RESOLUTION APPROVING THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE VILLAGE OF TINLEY PARK AND THE LAKOTA GROUP

WHEREAS, the Village of Tinley Park, Cook and Will Counties, Illinois, is a Home Rule Unit pursuant to the Illinois Constitution of 1970; and

WHEREAS, the Corporate Authorities of the Village of Tinley Park, Cook and Will Counties, Illinois, have considered entering into an Agreement with The Lakota Group, a true and correct copy of such Agreement being attached hereto and made a part hereof as **EXHIBIT 1**; and

WHEREAS, the Corporate Authorities of the Village of Tinley Park, Cook and Will Counties, Illinois, have determined that it is in the best interests of said Village of Tinley Park that said Agreement be entered into by the Village of Tinley Park;

NOW, THEREFORE, Be It Resolved by the President and Board of Trustees of the Village of Tinley Park, Cook and Will Counties, Illinois, as follows:

Section 1: The Preambles hereto are hereby made a part of, and operative provisions of, this Resolution as fully as if completely repeated at length herein.

Section 2: That this President and Board of Trustees of the Village of Tinley Park hereby find that it is in the best interests of the Village of Tinley Park and its residents that the aforesaid "Agreement" be entered into and executed by said Village of Tinley Park, with said Agreement to be substantially in the form attached hereto and made a part hereof as **EXHIBIT 1**.

Section 3: That the President and Clerk of the Village of Tinley Park, Cook and Will Counties, Illinois are hereby authorized to execute for and on behalf of said Village of Tinley Park the aforesaid Agreement.

Section 4: That this Resolution shall take effect from and after its adoption and approval.

ADOPTED this 19th day of June, 2018, by the Corporate Authorities of the Village of Tinley Park on a roll call vote as follows:

AYES: YOUNKER, PANNITTO, BERG, BRADY

NAYS: GLOTZ

ABSENT: NONE

ABSTAIN: CURRAN

APPROVED this 19th day of June, 2018, by the President of the Village of Tinley Park.


Village President

ATTEST:


Village Clerk

STATE OF ILLINOIS)
COUNTY OF COOK) SS
COUNTY OF WILL)

CERTIFICATE

I, KRISTIN A. THIRION, Village Clerk of the Village of Tinley Park, Counties of Cook and Will and State of Illinois, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 2018-R-038, "A RESOLUTION APPROVING THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE VILLAGE OF TINLEY PARK AND THE LAKOTA GROUP," which was adopted by the President and Board of Trustees of the Village of Tinley Park on June 19, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Tinley Park this _____ day of _____ 2018.



KRISTIN A. THIRION, VILLAGE CLERK

EXHIBIT 1

THE LAKOTA GROUP AGREEMENT

June 14, 2018

Harmony Square
Professional Design Services
Tinley Park, Illinois

116 West Illinois Street
Floor 7
Chicago, Illinois 60654
p 312.467.5445
f 312.467.5484

thelakotagroup.com

Professional Services Agreement between THE LAKOTA GROUP and THE VILLAGE OF TINLEY PARK

PROJECT UNDERSTANDING:

The Lakota Group (Lakota) is pleased to provide our professional design services proposal to The Village of Tinley Park (Client) to assist with preparation of landscape and site design documents for Harmony Square in downtown Tinley Park.

This proposal is based on the Harmony Square concept plan for the 1.2-acre plaza located at North Street and Oak Park Avenue. With this proposal we are moving in to the next phase of the design and implementation process, continuing the development of the community-supported schematic design. This design was the result of a 10-month long collaborative process, working with staff, leadership, and key community stakeholders. This plaza will be home to year-round programming and will be anchored and framed by new and existing transit oriented mixed use and commercial development opportunities. We understand that, as part of this project, we will be refining the design for both Harmony Square and North Street Festival Street, for which we have preliminarily estimated as an \$8 million project.

The project area is illustrated in Exhibit B - Phasing Plan, attached. Phase 1 is the North Street Streetscape, which is approximately 37,200 SF. Harmony Square is identified as Phase 1A, and is approximately 40,000 SF. If acquired, Phase 1B will be included in the overall site design, to expand the plaza to 49,000 SF. While the schematic design and planning reflects the 67th Court extension and east plaza expansion, the design and engineering of these areas are not included in this proposal.

FOCUS AREAS AND ELEMENTS

Our work will focus on the following areas within and around Harmony Square, as outlined below:

- Artificial Turf Lawn Area(s)
- Ice Rink and Skating Ribbon
- Splash Pad / Interactive Water Feature
- Seat Walls
- Site Furnishings
- Site Lighting
- Art and Interpretive Elements
- Performance Stage Structure
- Storage Structure for Utilities and Maintenance Equipment
- Concessions Kiosk / Restroom Building
- Overhead Shade Structures
- Festival Street Streetscape (North Street)
- Design grading
- Signage and Wayfinding within and around plaza

Planning
Urban Design
Landscape Architecture
Historic Preservation
Community Engagement

- Hardscape layouts and material options related to the playground and site elements, such as the water feature/ice, buildings, surrounding perimeter walks
- Site and foundation landscape planting character

Please note it is anticipated that we may need to engage the following services and subconsultants for this project, depending on the design direction. Lakota will be responsible for contracting and coordinating with sub-consultants. Sub-consultant selection will be directed by Lakota and approved by Village. Lakota to provide Village with copies of sub-consultant agreements.

- Streetscape design for the North Street Festival Street (Robinson and Lakota)
- Water feature design or details (Fountain Technologies)
- Ice Trail details or layout (Stantec)
- Site Grading/Drainage Plans and related details (Robinson Engineering)
- Architecture/structural (TBD)
- Electrical engineering (TBD)
- Signage (TBD)

PROJECT SCOPE:

Lakota will perform the following tasks/responsibilities for all Phases as outlined below:

PHASE 1: REFINED SCHEMATIC DESIGN

Task 1.1: Preliminary Schematic Site/Landscape Design

Starting from the preferred design, refine the overall site and landscape plan, including refinements to the ice ribbon and rink (alignment only), plaza, water features, artificial lawn areas, interface with the North Street Festival Street, and key specialty gathering areas and garden spaces. *The Village will provide a detailed topographic survey for the study area from the Village's civil engineering consultant.*

Task 1.2: Preliminary Site Elements, Products, and Materials Palette

Develop a preliminary Site Elements, Products, and Materials Palette, including hardscape, site furniture, and lighting options. This will be refined from what has been developed and approved to date.

Task 1.3: Develop Cost Opinion and Phasing Plan

The Lakota team will develop estimates of probably cost / cost opinions for the schematic site / landscape plan based on our most recent construction estimates. Cost estimates will include line items for materials and products necessary for construction. The Lakota team may also work with the Village to develop a phasing plan for construction, depending on final budget numbers.

Task 1.4: Team Review Meetings with Team

Present Preliminary Schematic site/landscape options, Planting Palette, Site Element Materials Palette, and costs in meeting(s) with the Village of Tinley Park. Refine schematic plan direction after meeting(s). This phase includes 4 meetings.

PHASE 2: DESIGN DEVELOPMENT

Task 2.1: Field Verification

Visit the site as needed to confirm site topographic survey and refine site/landscape design.

Task 2.2: Refine and Finalize Design

Based on Village comments, the Lakota team will further refine the size, horizontal and vertical geometry, structure, materials and finish, as appropriate for the proposed improvements. The team will develop more detailed landscape plans, site grading, site lighting, architectural features, and details/material choices for specific site elements. Drawings will include dimensions and quantities to the site features and provide a basis for establishing a more detailed estimate of construction costs, which will also be prepared as part of this task.

Task 2.3: Refine Cost Opinion

Based on refinement and design development plans, refine the cost opinions for the overall project.

Task 2.4: Coordinate with Product Manufacturers

Coordinate with ice, water feature, turf, and other product and equipment manufacturers to further the site design and provide options and details.

Task 2.5: Progress Review Meetings

During the Design Development Phase, the Lakota team will conduct six (6) working meetings with Team and Village representatives to review progress and design direction/budgets at the 75% and 100% design development milestones. Revisions will be made based on comments. This phase includes 6 meetings.

Task 2.6: Design Development Package

Submit Design Development set, outline specifications, preliminary plant lists, materials palette, product data, cost opinions, and quantities to the Village for review and approval prior to initiating the Construction Document and Specifications Phase.

PHASE 3: CONSTRUCTION DOCUMENTATION

Task 3.1: Field Verification

Visit the site as needed to refine site/landscape design.

Task 3.2: Team Coordination Meeting

Meet with the Team to further refine details of the site/landscape plan, specific site elements, and refine planting design/palette. Further identify specific landscape and site issues involving plant material, hardscape, and site features. This includes coordination with Robinson Engineering.

Task 3.3: Graphic Documentation

Develop Graphic Construction Documents for site and all focus areas. Several drawings will be prepared which address all site element locations, sizes, and quantities. The Construction Documents will be used to bid and construct improvements and will include:

1. Cover Sheet, notes, legend
2. Existing Conditions Plans
3. Site Preparation and Removals Plans
4. Tree Preservation Plan (as needed)
5. Stormwater Pollution Prevention Plans (SWPPP)
6. Grading and Drainage Plans and related details
7. Site Utility/Street/Foundation Plans and related details

8. Site Electrical/Lighting Plans and related details.
9. Layout and Materials Plans and related details
10. Site Enlargement Plans and related details
11. Landscape Plans and Planting Schedule and related details
12. Site Construction Details

Plans, sketches, elevations, and sections will be prepared to further define the character of individual elements such as, but not limited to:

- Ice rink / ribbon
- Interactive Water Features
- Stage Structure
- Prefabricated Structures (e.g., concession stand, storage structure, overhead shade structure)

Task 3.3: Specifications and Documentation

The Lakota team will develop written Specifications and Documentation that will be used to bid and construct the improvements. These specifications will include general and supplementary conditions and technical specifications.

Task 3.4: Refined Cost Opinions

Revise Construction Cost Opinions to reflect any adjustments to Final Construction Documents.

Task 3.5: Team/Village Coordination Meetings

Meet with Team and Village to present final plans, sketches, and costs at the 50% and 100% milestones. This phase includes 2 meetings.

Task 3.6: Internal Quality Management Review

Prior to Village review and sending the project out for bid, the Lakota team will complete a quality assurance / quality control (QA/QC) audit of the documents.

Task 3.7: Construction Submittals/Village Review (as necessary)

Submit Final Construction Document set to Village for review (as necessary).

Task 3.8: Final Construction Document Revisions

Make revisions based on Team and Village input.

Prepare minor revisions to Final Site Plan prior to any resubmission to Village. Minor revisions to Final Plans and detail drawings are included as part of this work scope and fee proposal. *Substantial changes to the general design intent, site plan, or its related elements/features shall be considered outside of the work scope of this proposal. Lakota will be pleased to provide a more specific fee estimate/proposal for any additional services as requested by the Village as determined necessary due to project conditions.*

PHASE 4: PERMITTING AND BID ASSISTANCE

The goal of Permitting and Bid Assistance is to help package and distribute construction drawing sets and specifications to selected contractors for pricing. Bids will be reviewed, assessed, and clarified with the Village to assist in the selection of a contractor(s). Time tables and schedules for construction will be established with selected contractors.

- Meet with Village and Design Team to review construction set.
- Coordinate with Village to distribute bidding documents and prepare legal notice to publicize bid.
- Issue addenda as appropriate to interpret, clarify, or expand the construction documents.

- Recommend reputable contractors for consideration.
- Attend and facilitate a pre-bid meeting.
- Attend bid opening and record results.
- Prepare bid tabulation spreadsheet.
- Perform reference checks for the apparent low bidder's references.
- Issue a bid results summary letter.
- Attend Village Board meeting to present bid package and award.

PHASE 5: CONSTRUCTION ADMINISTRATION, OBSERVATION, AND CLOSE-OUT

The goal of Construction Observation and Administration is to provide on-site review and observation of site/landscape construction related to the target area landscape construction package and related specifications to observe that the plan intent is adhered to by the selected contractor(s).

- **ADMINISTRATION**
 - Assist in preparation of an Owner / Contractor Agreement.
 - Conduct a pre-construction meeting with Client and contractor to review:
 - Contractor mobilization and staging
 - Contractor schedules
 - Contractor submittals
 - Responsibilities
 - Communications
 - Payment procedures
 - Provide interpretations and clarifications for the construction documents as needed.
 - Review and approve submittals, including samples of materials and shop drawings, and assess change order requests.
 - Review and respond to contractor's requests for information.
 - Review contractor's request for payments.
 - Review testing procedures and data provided by independent testing services.
- **OBSERVATION**
 - Provide on-site observation of site construction. Visit site at intervals appropriate to the stage of site/landscape construction to review construction methods (Assumes a total of 12 site visits).
 - Make visits to plant nurseries located by landscape contractor to approve selected plant materials (Assumes 2 visits).
 - Make written reports regarding site construction progress.
- **CLOSE-OUT**
 - Conduct a final on-site observation/inspection of site construction with Village.
 - Prepare a final punch list prior to final acceptance of job.
 - Review contract close-out submittals including, but not limited to:
 - Operating and maintenance manuals
 - As-built record drawings
 - Labor and material lien waivers
 - Payment applications
 - Establish final acceptance.
 - Prepare final payment recommendations regarding the contractor's request for acceptance of substantially or finally completed work.

The Lakota Group will manage the performance of our own work through the term of the contract by providing General Project Administration. This includes, but is not limited to:

- **COMMUNICATIONS**
 - Coordinate and prepare for meetings and summarize highlights from each meeting.
 - Attend public forums identified.
 - Collect and disseminate communications from subconsultants and other parties.
 - Coordinate regularly with Client representative.
- **SCHEDULES**
 - Create, update, and distribute project timelines.
 - Coordinate subconsultants.
- **STAFFING**
 - Select and assign staff members and subconsultants to appropriate tasks and services.
 - Prepare and administer subconsultant agreements.

PROJECT SCHEDULE:

It is our understanding that project implementation for Phase 1 - North Street improvements and ancillary components of Phase 1A will commence in the Spring 2019 construction season. Final construction sequencing will occur over one or more seasons based on final plaza plan direction, budget parameters, and adjacent development planning.

Phase 1 Schematic Design work scope will commence upon execution of this contract and be coordinated with other consulting team members. It is our expectation that working Phase 1 documents will be completed and in for permit by late Fall of 2018.

PROJECT TERMS:

The above services will be provided on an hourly rate basis with a not to exceed fee of \$180,000 per the firm's current rates, based on the current estimated Harmony Square budget of \$8 million for the preferred plan, plus reimbursable expenses. Exhibit A highlights estimated professional fee ranges for potential sub-consultants

Total Estimated Fees are as follows:

Professional Fees by Expertise:	
The Lakota Group:	\$180,000
<u>Expenses:</u>	<u>\$ 9,000</u>
Total:	\$189,000

Any additional services requested of Lakota beyond those listed above will be conducted on an hourly basis and billed according to Lakota's current billing rates. If requested, a fee estimate will be provided for a task or an assignment based on a defined work scope.

Lakota Billing Rates (2018):

Principal	\$265
Associate Principal	\$235
Vice President	\$210
Senior Associate	\$185
Project Planner/Designer/Manager	\$160
Planner/Urban Designer/Landscape Architect	\$120 - \$130
Research/Operations Staff	\$90

Reimbursable expenses will be billed at 1.1 times direct expense to cover administration and will include:

- *Travel for field work/site visits to review landscape installation*
- *Delivery (postage/messenger/express)*
- *Copying/Reproduction*
- *Computer Plots*
- *Long Distance Communication*
- *Renderings/3D Models (if requested by client)*
- *Miscellaneous (municipal documents, special reports, data)*

ADDITIONAL TERMS

This proposal does not include the following tasks:

- Irrigation design (by others)
- Property or legal surveys (by surveyor)
- Professional 3D marketing renderings/illustrations (additional services, if requested)
- Geotechnical testing services (by others)

Professional fees and expenses will be billed monthly for work completed.

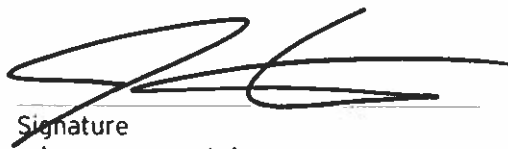
Either party may terminate this agreement 15 days after written notice. Lakota shall be compensated for all services performed up to this date.

Please indicate acceptance of this agreement by signing one copy and returning it to our office listed above. Lakota will begin work after receiving written authorization to proceed via fax, mail or email.

The Lakota Group appreciates the opportunity to provide The Village of Tinley Park with Professional Design Services.



Scott Freres, PLA, ASLA
Principal
The Lakota Group



Signature
Jacob C Vandenberg
Printed Name
Village President

Title
7-27-18

Date

EXHIBIT A

In addition to civil engineering services, it is anticipated that we may need to engage the following services as subconsultants for this project, depending on the design direction. Estimated ranges for these services are listed below:

Ice Rink / Ribbon Engineering:	\$150,000 - \$180,000
Water Feature Design/Engineering:	\$20,000 - \$30,000
AV / Specialty Engineering:	\$20,000 - \$25,000
Lighting / Electrical Engineering:	\$30,000 - \$50,000
Architect / Structural:	\$40,000 - \$50,000
Total	\$260,000 - \$335,000