

**Agreement for Professional Services
Between Planning Resources Inc.
and
Village of Homer Glen
May 18, 2016**

This AGREEMENT made and entered into this May 18, 2016, by and between PLANNING RESOURCES INC., 402 WEST LIBERTY DRIVE, WHEATON, ILLINOIS 60187 (hereinafter referred to as the "CONSULTANT"), and the VILLAGE OF HOMER GLEN, 14933 FOUNDERS CROSSING, HOMER GLEN, IL 60491 (hereinafter referred to as the "CLIENT"),

WITNESSETH THAT:

WHEREAS, the CLIENT desires to engage the services of the CONSULTANT to furnish technical and professional assistance for Master Planning and Development Plan for the former Woodbine Golf Course Property hereinafter referred to as the "PROJECT"), and the CONSULTANT has signified its willingness to furnish technical and professional services to the CLIENT.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

A. Scope of Consultant's Services:

The CONSULTANT agrees to perform in a good and professional manner those services described in Attachment A, a copy of which is attached thereto and incorporated in this AGREEMENT.

B. Services to be provided by the Client:

The CLIENT shall provide one copy of applicable Village Ordinances, plans and policies. In the event that any information, data, reports, records and maps are existing and available to CLIENT and are useful for carrying out the work on this PROJECT, as determined by the sole discretion of the CLIENT, this information shall be promptly furnished to the CONSULTANT. Examples could include base maps, utility atlas, aerial photography, boundary survey, etc.

If, by reason of any fault of CLIENT, materials or services to be provided by the CLIENT are not made available to the CONSULTANT in a timely manner, the CONSULTANT may, at its option, notify CLIENT in writing, and stop work on the PROJECT until such materials or services are provided.

C. Changes:

The CLIENT may from time to time, require or request changes in the scope of services of the CONSULTANT to be performed hereunder. Such changes, including any appropriate increase or decrease in the amount of compensation, which are mutually agreed upon by and between the CLIENT and the CONSULTANT, shall be incorporated in written amendments to the AGREEMENT.

D. Consultant's Compensation:

The CONSULTANT shall be compensated for services rendered under the terms of Section E of this AGREEMENT and Attachment A, Fee Proposal, not to exceed the following:

Direct Labor	\$76,750.00
Direct Costs	2,150.00
Total:	\$78,900.00

E. Method of Payment:

The CONSULTANT shall submit invoices to the CLIENT not more often than once per month during the course of the work, for partial payment on account, for work completed to date. Such invoices shall represent the value of the partially completed work and shall be accompanied by a one to two-page progress report documenting the work accomplished at the end of the billing period. Invoices shall be due and payable within thirty (30) days of receipt by the CLIENT.

F. Time of Performance:

The services of the CONSULTANT will begin upon execution of this AGREEMENT by both parties. Absent causes beyond the control of the CONSULTANT, the CONSULTANT shall complete the work covered by this AGREEMENT within six (6) months from the date of notice-to-proceed. This AGREEMENT shall expire two (2) months after the scheduled completion date specified herein, unless the time is extended by mutual agreement of the CLIENT and CONSULTANT, as evidenced by an amendment to this AGREEMENT.

G. Hold Harmless:

Client and Consultant each agree to indemnify and hold the other harmless, and their respective officers, employees, agents, and representatives from and against liability for all claims, losses, damages, and expenses, including reasonable attorney's fees, 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 the joint or concurrent negligence of the Client and Consultant, they shall be borne by each party in proportion to its negligence.

H. Termination:

This AGREEMENT may be terminated by either party upon seven (7) days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.

This AGREEMENT may be terminated by the CLIENT upon at least seven (7) days' written notice to the CONSULTANT in the event that the PROJECT is abandoned by the CLIENT.

In the event of Termination under this Section H, all finished and unfinished documents and work papers prepared by the CONSULTANT under the AGREEMENT shall become the property of the CLIENT and the CONSULTANT shall receive the compensation to which it is entitled based upon hours of work performed and expenses incurred in accordance with Sections D and E.

I. Nondiscrimination:

The CONSULTANT agrees not to discriminate by reason of age, race, religion, color, sex, national origin, or handicap unrelated to the duties of a position, of applicants for employment, promotion, demotion or transfer, recruitment, layoff or termination, compensation, selection for training, or participation in recreational and educational activities. This contract is subject to and governed by the rules and regulations of the Illinois Fair Employment Practices Act.

J. Contract Documents:

The contract documents that constitute the entire AGREEMENT between the CLIENT and the CONSULTANT shall include the following component parts, all of which are attached hereto and shall be deemed to be a part hereof just as though set forth in full in this AGREEMENT.

Attachment A – Professional Fee Proposal

K. Excusable Delays:

The CONSULTANT shall not be in default by reason of any failure in performance of this AGREEMENT in accordance with its terms (including any failure by the CONSULTANT to make progress in the prosecution of the work hereunder which endangers such performance) if such failure arises out of causes beyond the control and without the fault or negligence of the CONSULTANT. Such causes may include, but are not restricted or limited to, acts of God or of the public enemy, acts of government in either the sovereign or contractual capacity, fires or floods, but in every case, if the failure to perform is beyond the control and without the fault or negligence of the CONSULTANT, the CONSULTANT shall not be deemed to be in default.

L. Extra Work:

No extra work will be undertaken without written authorization. If requested and authorized in writing by the CLIENT, the CONSULTANT will be available to furnish, or obtain from others, extra work of the following types:

1. Extra work due to significant changes in the general scope of the study including, but not

limited to, significant changes in size, complexity or character of the work items.

2. Additional or extended services due to: (a) the prolongation of the AGREEMENT time through no fault of the CONSULTANT, (b) the acceleration of the work schedule involving services beyond normal working hours, or (c) non-delivery of any materials, data or other information to be furnished by the CLIENT or others not within the control of the CONSULTANT.
3. Other additional services requested and authorized by the CLIENT that are not otherwise provided for under this AGREEMENT.
4. Attendance at additional meetings beyond those made part of this AGREEMENT and described in Attachment A.

The costs and schedule for completing extra work authorized by the CLIENT shall be subject to negotiation between the CLIENT and the CONSULTANT in accordance with the provision of Paragraph C (Changes) and Paragraph E (Method of Payment) of this AGREEMENT.

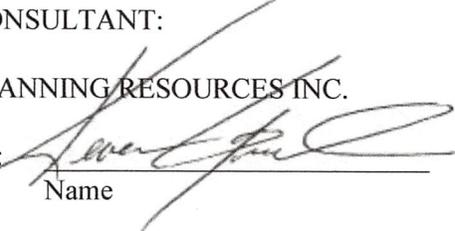
M. Validation of Agreement:

The terms of this AGREEMENT will become valid upon execution by both parties:

IN WITNESS WHEREOF, the CLIENT and the CONSULTANT have executed this AGREEMENT on the date and year first above written.

CONSULTANT:

PLANNING RESOURCES INC.

By: 

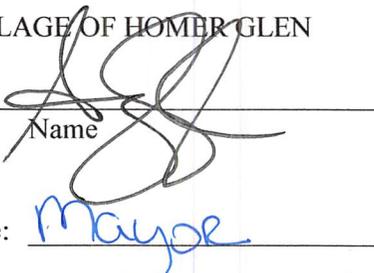
Name

Title: COO/Principal

Date: 5-18-16

CLIENT:

VILLAGE OF HOMER GLEN

By: 

Name

Title: Mayor

Date: 5-23-16



PLANNING
RESOURCES INC.

402 West Liberty Drive
Wheaton, Illinois 60187
Web: www.planres.com
P: 630.668.3788
F: 630.668.4125

Attachment A

Design Services Agreement:

May 18, 2016 (Revised Final)

Landscape Architect:

Planning Resources Inc.

402 W. Liberty Drive
Wheaton, Illinois 60187

Client:

Village of Homer Glen

14933 S Founders Crossing
Homer Glen, IL 60491

Project:

**Master Park Development Plan
Former Woodbine Golf Course Property**

Project Understanding:

The need for recreation is universal. We understand that the Village of Homer Glen is seeking an experienced and accomplished consulting firm/planning team with specializations in the assessment and master planning of the former Woodbine Golf Course property to develop a Community Park for its residents. The Master Development Plan is intended to provide the Village with the resources necessary to make an informed decision regarding the physical and economic feasibility of the existing golf course property and will include; plan drawings; cost estimates and implementation strategies incorporating green technology as appropriate to the site and the project.

The Planning Resources (PRI) Team strongly believes in a collaborative approach to planning and design solutions. We believe that successful park planning is not just a process of expert consultants instructing a Village or stakeholder group about what should or should not be included in a recreational facility design. We feel in order to fully understand your project scope and the issues you are now faced with as the new owners of the property. Our first step is to join you, the Village of Homer Glen Board of Trustees, staff and Parks & Recreation Committee in this exciting endeavor and combine all of our efforts into one common direction, moving forward as one team. The PRI Team is committed to ensuring that the Village's vision, as well as the end users expectations is included in the facilities that they will use for many years to come.

We see our role as that of an implementer of client goals, and objectives into a properly designed recreational facility that strikes a balance between features, aesthetics, budget, regulatory compliance, environmental responsibility and maintenance/operational requirements.

Our design approach simultaneously draws upon and challenges the basis of each project in pursuit of new experiential conditions, forms and design solutions, while executing them with the highest degree of technical sophistications. As a rule, we are always rethinking the way things are done and Challenging the imagination and possibilities of a project and the land.

PLANNERS
ECOLOGISTS
LANDSCAPE
ARCHITECTS

There are circumstances and situations that arise on every project – each with their own set of unique conditions. That said, we welcome special challenges that continue to test our ability as problem solvers. Our project management protocol and experienced staff allows PRI to provide a superior level of creative problem solving, high quality design and consistent client communication.

It is anticipated that the Master Park Development Plan process for the Woodbine Golf Course Property will consist of three phases, described below. Public involvement will be an important element of this project.

Phase 1 – Inventory, Site Assessment, Initial Park Design and Programming Considerations

Phase 2 – Schematic Design Concepts, Preferred Alternative and Implementation Strategies and Options

Phase 3 – Final Master Park Development Plan Report

Our approach for this assignment represents a logical, problem-solving planning and design process that provides for a meaningful involvement by Village of Homer Glen Board of Trustees, staff and committee representatives through interaction and sharing of ideas.

We propose an interactive, planning/design process characterized by thorough to the point analysis and the generation of realistic concept alternatives, and careful plan refinement. The approach will follow as summarized on the following pages is systematic, clear and appropriate for this assignment.

Compensation:

The PRI Team proposes to complete and deliver to the Village of Homer Glen (VOHG) a Master Park Development Plan in graphic and narrative report form. Work products and deliverables will be performed in conformance with industry standards for the total direct and labor costs of **\$78,900.00 (Seventy-eight thousand Nine hundred fifty dollars and no cents)**. The fees expressed above are for total services which include labor necessary to perform the site evaluation, assessment, permitting coordination, public engagement, preparation of conceptual design and alternatives, final master plan and report, projected cost estimate, the cost of any and all transportation, and necessary direct expenses associated with the project.

Proposed Methodology/Approach

The following is our general methodology and approach to the development of a Master Park Development Plan for the Former Woodbine Golf Course Property.

PHASE 1 – INVENTORY, SITE ASSESSMENT, INITIAL PARK DESIGN AND PROGRAMMING CONSIDERATIONS

Task 1.1: Project Orientation and “Understanding First” Start-Up Meeting

Our standard programming step is designed to bring the design team of park planners, landscape architects, building architects, and civil engineers into alignment with the Village staff, Parks and

Recreation Committee, and interested Board members for a mutual understanding of each participant's mission, vision and goals for the Master Park Development Plan process. At this meeting, we will also review project objectives, scope of work, project schedule, key milestones, and identify any special data and information needs beyond the available plans and reports that may be necessary. Additionally, we will review and develop consensus on the level of community engagement envisioned for the project. At this meeting, we will also:

- Establish general Park Master Development Plan expectations, considerations and outcomes
- Review team and gain full concurrence on roles
- Review project parameters
- Review public participation and involvement strategies
- Obtain all available background data for the site
- Define anticipate work products
- Establish tentative project timetable

The Village will provide a professional survey for the property showing site and boundary information, topographic, boundary, and tree locations as necessary. This information will be used as base information for all future work.

Task 1.2: Site Visit

Organize and conduct a site visit for the expanded planning team to observe, photograph, and become familiar with existing natural and built site conditions, and surrounding context of the property. It is assumed that this is combined with the kick-off meeting at the Village. Evaluate and map as needed the following:

- General land form and character
- Unique topographical features
- Project area entry sequence characteristics
- General vegetation quality and character
- Unique vegetation features
- Apparent access opportunities and limitations
- Apparent development area opportunities and limitations

The site will be analyzed by the PRI Team, in terms of cultural and policy factors, as well as the physical constraints and opportunities that could be a factor in the proper location and configuration of new facilities.

Task 1.3: Prepare Project Schedule

Develop a draft project schedule based on input from the Village staff and board at the project kickoff meeting. PRI will send out a draft schedule. Following staff review, should milestones change, PRI will adjust the project schedule to accommodate and reschedule sub-tasks to conform to the suggested revisions and make adjustments as necessary to finish the project on deadline.

Task 1.4: Base Mapping and Background Materials

Obtain relevant existing base information mapping and other relevant and applicable background materials as supplied by the Village of Homer Glen. Using an electronic site survey (CAD format) and available information provided by the Village, the PRI Team will prepare a detailed base map that identifies and locates natural and man-made features, including:

- Topography
- Wetlands
- Existing water resources
- Vegetation
- Utilities
- Structures
- Boundaries
- Other features as necessary

Relevant and applicable background materials to be obtained from the Village may include, but not limited to:

- Community Demographics and trends
- Regional Drainage Study – (HR Green)
- Village Lighting Ordinance
- Village of Homer Glen Parks and Recreation Master Plan
- Other data to be determined

Task 1.5: Opportunities and Constraints Analysis – Planning Factors

The PRI Team will prepare a graphic summarizing site opportunities and constraints at an appropriate scale, using both existing and prepared maps, surveys, GIS data and other available information and our Teams on the ground reconnaissance. Information considered will include:

- Areas most suitable for redevelopment based on topography, access and other factors
- Drainage relationship to potential redevelopment
- Utility locations
- Views, visual characteristics and scenic factors and natural resource preservation areas
- Requirements for public services
- Linkages/relationships between uses within and outside the project area.

Task 1.6: Natural Resources and Site Conditions Assessment (Part of Opportunities and Constraints Analysis)

The PRI Team will assess (in descriptive form) and map (in graphic form) the following existing elements and factors:

- Site conditions
- Existing topography
- Hydrology and drainage patterns
- Slope stability and erosion

- Water resources including wetlands
- Critical areas
- Unique natural areas
- Woodlands

Jurisdictional Environmental Permitting Coordination – According to articles in the Chicago Tribune, the golf course has experienced recent flooding problems and in 2014 had approximately 100 trees die off creating a risk to visitors. The tree die off was likely due to Emerald Ash Borer. PRI staff TRAQ (Tree Risk Assessment Qualification) certified arborist will evaluate the existing tree resources and their overall health.

Prior to the golf course property development, the property land use was for agricultural and there does not appear to be any remnant natural features. Therefore any trees or naturalized areas on the property were likely planted. This provides an open canvas to enhance ecological resources on the property.

The water bodies on the property appear to be constructed features that were built in areas that were historically upland. It is possible that these areas could be exempt from wetland regulation by the U.S. Army Corps of Engineers and/or Will County. The first step would be to prepare a cursory wetland review and request a Jurisdictional Determination from the Army Corp of Engineers (ACOE). Depending on the outcome of the findings, a full wetland delineation study/report may need to be completed.

Threatened and Endangered species consultation may also be needed from the Illinois Department of Natural Resources and the U.S. Fish and Wildlife Service. The natural habitat in the immediate vicinity of the golf course appears to be very limited so consultation should be minor. Messenger Woods, a high quality natural area, is located to the south but it appears unlikely that any activity on the golf course could negatively affect resources on Messenger Woods.

We will communicate and coordinate with various jurisdictional environmental permitting agencies to gain an early understanding of potential regulatory issues, limitations and permitting requirements. Representative agencies may include:

- Village of Homer Glen Planning & Zoning
- The U.S. Army Corps of Engineers.
- Village of Homer Glen Ordinance for Water Resource Management & Wetlands
- If State funds (or Federal funds through a State agency) are used, then wetlands may also be regulated under the Illinois Interagency Wetland Policy Act (even if they are exempt by the Corps).

Task 1.7: Park Development Programming

The PRI Team will work with Village staff and the Parks & Recreation Committee to develop a comprehensive outline of improvements and enhancements that are intended to meet the recreation needs of the community. The opportunity to engage additional recreation

components within the Village is tremendous. Parks, recreation, and open spaces offer places to exercise, participate in competitive sports, socialize with others, and space for people to simply get away and experience the natural environment which contributes to the betterment of physical, mental, and emotional health. Recreation also provides opportunities for learning, exploration, and challenge that contribute to human growth while contributing to our sense of community identity and connection to others. In addition to the park program, physical elements and uses identified in the Request for Proposals dated 12/15/15, and the Village's current and recently updated Parks and Recreation Master Plan, master plan, our team will look to integrate recreational multi-use trails for walking, jogging, cross-country skiing, bicycling, roller-blading, and other recreational features as determined. Our program development goal is to unveil a "community-designed park" with active and passive recreation components as a result of collective input and differing opinions from a lot of people in the community working together through a very structure planning process.

The Village has established itself as a leader in sustainability, conservation, and green infrastructure. It is our belief that any landscape – whether the site of a large housing development, and urban site, a developed park or protected open space – holds the potential both to improve and to regenerate the natural benefits and serves provided by viable energetic ecosystems and the natural resources that once were provided by the landscape prior to development. Planning Resources is a leader in sustainability and performance based landscapes, integrating sustainability and conservation strategies into the Master Development Plan for the former Woodbine Golf Course property would be a design goal that we believe will be critical in the planning of this property.

Lastly, the opportunity to address local and regional stormwater management issues should be a priority focus throughout the master planning process. The PRI Team would coordinate the project's program and facility locations for the property with the recommended improvements contained within the Woodbine Area Regional Drainage Study, prepared by HR Green. It would be our strategy as part of the planning process to integrate water management and water quality improvements which would generate a net positive impact on local flood and flood related issues.

The PRI Team understands that public engagement will play a large role in the creation of this comprehensive outline.

Task 1.8: Recurring Meeting Participation

A defined number of schedule briefings and presentation ongoing throughout the course of the preparation of Phase 1 will be held with the following parties:

- Village of Homer Glen staff
- Village Board of Trustees
- Parks & Recreation Committee

During the course of the planning process, the PRI Team will attend meetings and make a brief PowerPoint presentation regarding the project's status. The meetings have been scheduled at

key decision-making points to ensure that the Village fully understands and approves the work underway before the PRI Team proceeds to the next task.

Task 1.9: Public Engagement – Meeting #1

Our approach to the master planning of the former Woodbine Golf Course property relies on the engagement of the public. The project will include public involvement with participation from Village staff, Parks & Recreation Committee, Board of Trustees, numerous user groups, and stakeholders in the community. The public engagement program will be designed to involve residents in a memorable way that fosters two-way communication, employing designed processes and tools to increase resident's understanding of the plan, engage residents in dialogue, and uncover information with methods traditional and innovative to further explore the potential for development of this significant resource within the community. Our public involvement activities are designed to be engaging and interactive – providing opportunities for information sharing and feedback on key decisions. Our Team understands that these conversations serve two critical components: the first is to provide the team with an understanding of the recreational needs and desires of the stakeholders; the second is to communicate with the community to help them understand the master planning process, their role in the process, and to assure them that they are being heard and understood. During this task, we will:

- Assist Village staff with carrying out a public involvement process that encourages participation
- Attend and facilitate stakeholder/focus group meetings (2 evenings @ 4 hour blocks each)
- Attend and facilitate two (2) public community meetings to keep residents informed and solicit input from the public during the planning process
- Provide graphic and written information as required to support the public outreach effort

Community Meeting No. 1 – The PRI Team will assist Village staff in conducting an initial public meeting to ascertain community sentiment towards the future development of the new Community Park. We will present the **Planning Factors** - existing conditions, opportunities and constraints analysis to inform that dialogue.

Synthesize Findings, Prepare Preliminary Report. - We will review all findings from data gathering, community meeting no.1, and meetings with staff and Parks & Recreation Committee. This material and information will form the basis of a preliminary findings report.

Task 1.10: MySidewalk (Public Engagement Tool)

In an effort to build upon the community meetings, the PRI Team has the added capability to provide a public involvement program through an online engagement process. This process includes those that work and those that do not have the time to come to public involvement meetings. While PRI provides graphic displays and presentation graphics that stakeholders and the public clearly understand, our team takes it a step further by utilizing mySidewalk (formerly-MindMixer) which attracts a larger number of participants from broader demographic areas. It allows the whole community to have an opportunity to have a voice. This process redefines the relationships to the things that our communities are passionate about including where we live by

making it easy for anyone to be a part of the process. It also empowers more people to participate more often (at their convenience); ultimately, “Engaging Everyone Every day”. Our team’s Public Involvement process for the Master Plan will include:

- Advertisements, Flyers and Marketing
- Graphical Displays: Boards
- Social Media Platform Involvement

PRI will monitor resident dialogue and report findings and results of stakeholder input to Village staff for consideration and/or inclusion in the final master plan.

Our plan would be to maintain constant contact with the various stakeholders, special interest groups, and community residents through social media, such as Facebook and Twitter, as well as utilizing the Villages’ website to solicit additional input during the planning process. The PRI Team and the Village, if desired, would utilize such electronic media as Survey Monkey to continue to gather and solicit input into the master planning process.

PHASE 2– SCHEMATIC DESIGN CONCEPTS, PREFERRED ALTERNATIVE AND IMPLEMENTATION

Task 2.1: Establishment of Evaluation Criteria for Schematic Design Concepts

The PRI Team will meet with Village staff and the Parks & Recreation Committee to establish criteria that will allow for objective and reasonable evaluation of schematic design concepts for the park. The design team will present performance metrics to which the project concepts will be evaluated.

Task 2.2: Formulation of Schematic Design Concepts

Based on information inputs, outcomes and perceived direction from:

- Existing conditions parameters, natural resources and site conditions
- Planning Factors -Opportunities and constraints analysis
- Community Meeting No.1
- MySidewalk online engagement feedback
- and continued input and feedback from Village staff, Village Board, and the Parks & Recreation Committee

Schematic Design Development.- The PRI Team will prepare TWO schematic design concepts for the new 103 acre community park for evaluation and consideration. The schematic design concepts will show GENERAL relationship and proximities between:

- Existing and proposed park facilities, recreational uses and activity areas
- Natural resource management, protection, and enhancement
- Major park infrastructure requirements (e.g. entry and access improvements, interior park roadways and parking areas)

Additional design elements for consideration will include:

- ADA accessibility, traffic patterns, emergency access, view corridors

- Sustainability and resource conservation strategies
- Outdoor art and sculpture opportunities
- Way-finding signage and park safety
- Stormwater mitigation and management
- Native landscaping.
- Creative Play Area – natural play features
- Water use efficiency

NOTE: The illustration and graphic representation of the schematic design concepts will purposefully be DIAGRAMMATIC AND “LOOSEFITTING” in order to convey that said concepts have another level of refinement and detail to go through.

Master Plan Construction Cost Estimate.- The PRI Team will prepare an estimate of probable construction costs (with a minimum 25% contingency factor – based on 2016 dollars) for each schematic design concept.

Review design concepts with Village Board (See Task 2.3 below)

Task 2.3: Recurring Meeting Participation

A defined number of schedule briefings and presentation to review all major Phase 2 work products and accomplishments will be held with the following parties:

- Village of Homer Glen staff (3 total face-to-face/conference call meetings as needed)
- Village Board of Trustees (three meetings total – start, midway, the point that the initial plan draft is submitted to the Village for review, and final approval/adoption – 4 total)
- Parks & Recreation Committee (2 total)

The PRI Team will attend meetings during this phase of the assignment and make a brief PowerPoint presentation regarding the project’s status. The meetings have been scheduled at key decision-making points to ensure that the Village fully understands and approves the work underway before the PRI Team proceeds to the next task

Task 2.4: Public Engagement – Community Meeting #2

The PRI Team will conduct a second community meeting to gauge residents and meeting participants’ reaction to schematic design concept alternatives for the proposed Community Park. A summary of preliminary construction costs may also be presented upon Village desire.

Task 2.5: Second “Check-in” with Regulatory and Permitting Agencies

The PRI Team will review schematic design alternative concepts with applicable jurisdictional regulatory and environmental permitting agencies (identified in Task 1.6) to gain additional guidance and potential permitting challenges.

Task 2.6: Formulation of Preferred Design Alternative – The Master Plan

Based on information inputs, outcomes and perceived direction from:

- Second Community Meeting – Meeting #2

- Continued input and feedback from Village staff, Village Board, and the Parks & Recreation Committee
- Village Planning & Zoning
- Regulatory and permitting agencies

The Team will prepare ONE preferred design concept of the new 103 acre Community Park into a Master Plan for further consideration. The Master Plan will show MORE SPECIFIC relationships, locations and definition between:

- Existing and proposed park facilities, recreational uses and activity areas
- Retention, protection, enhancement or reclamation to natural or conservation areas
- Major park infrastructure requirements (e.g. entry and access improvements, interior park roadways and parking areas)

NOTE: The illustration and graphic representation of the Master Plan will be more exacting and detailed in depiction. This level illustration is intended to visually convey the momentum of general design consensus and shared “buy-in” accumulated through the previous two community meetings and other review inputs.

Additional and supportive contributions to this task will be:

- Representative imagery
- Illustrative cross – sections as required
- Preparation of a preliminary construction cost estimate (with a minimum 15% contingency factor – not including inflation) for the Master Plan
- Preparation of a narrative which summarizes the existing conditions, design alternatives, cost implications and regulatory criteria
- Preparation of a draft implementation strategy/phasing program for the development of the park that identifies priorities for improvements, responsibilities, and timeline for implementing improvements

PHASE 3– FINAL MASTER PARK DEVELOPMENT PLAN REPORT

Task 3.1: Final Master Plan Document

The PRI Team will prepare and provide the final master plan report/narrative documenting the project’s process and analysis, decisions, issues, and opportunities that are addressed throughout the course of planning. The report will be a document that articulates the project concisely through text, photos, and graphics and will serve as the foundation for future design development, permitting and ultimately funding and implementation. The final master plan document will be prepared for review by Village staff, Park & Recreation Committee, and Board of Trustees. The report document will involve up to two (2) redrafts based on staff input before public draft submission. Upon final adoption of the Final Master Plan, the PRI Team will prepare a final version of the document.

The following is a general outline of the various components of the proposed Final Master Plan document, subject to refinement by the Village of Homer Glen:

- Introduction and Executive Summary
- Project Site and Context
- Natural Resources and Site Conditions Assessment
- Existing Conditions and Opportunities and Constraints Analysis
- Park Design Principles, Goals and Objectives
- Engagement – Community Meeting proceedings
- Formulation of Schematic Design Concepts
- Formulation of Preferred Design Alternative – The Master Plan
- Probable Estimates of Construction Costs (Schematic and Preferred Design Concept - Master Plan)
- Park Phasing and Implementation Plan
- Capital Improvement Plan
- 10-year Action Plan with 5 year update process outline
- Appendices

A key component of the final Master Plan document will be the preparation of a recommended Implementation Strategy. The implementation strategies will include process, recommended policy, phasing options and potential funding options.

Review design concepts with Village Board (See Task 2.3)

Task 3.2: Approval of Park Master Plan

The PRI Team will prepare and attend meeting with staff, Park & Recreation Committee and the Village Board to present the Final Master Plan and Report. Presentation to include, but not limited to:

- Summaries of Design Alternatives
- Community Meeting Summaries
- Image Boards/Exhibits
 1. Presentation Exhibit – Two (2) total 24” x 36” Color Rendered Graphic (Mounted)
 2. Presentation Exhibit – One (1) total 36” x 48” Color Rendered Graphic (Mounted)
- Phasing Plans for each alternative
- Probable Cost Estimates for each alternative
- Preferred Alternative/Final Master Plan
- Enlargement Details of Key Areas
- Implementation program
 1. Final Cost Estimate
 2. Draft Master Plan Document – Six (6) bound black and white copies only
 3. Final Master Plan – Twelve (12) bound color copies and one (1) electronic/digital copy

Note: All graphics and reports to be prepared in format suitable for web publishing.

Presentation exhibits to include accompanying narratives describing the park elements and the key principals of the design. As part of PRI’s basic project management services, we will prepare bi-weekly progress summaries for distribution to the Planning Team.

Professional Fee Summary

Compensation – Basic Services

Phase 1 –Inventory, Site Assessment, Initial Park Design and Programming Consideration	\$38,300.00
Phase 2 –Schematic Design Concepts, Preferred Alternative and Implementation	\$26,900.00
Phase 3 – Final Master Park Development Plan Report	\$11,550.00
Subtotal Above Items	\$76,750.00
Direct Expenses	\$2,150.00
Grand Total Above Items	\$78,900.00

Additional Meetings: Compensation for additional meetings with the Homer Glen staff, Park and Recreation Committee, or general public, shall be performed by PRI Principal and/or the Project Manager at **\$550.00 per meeting**.

Use of Compensation

- **Direct Costs:** Reimbursable expenses consist of expenses pre-approved by the Client 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.
- **Additional 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
Project Manager	\$115.00/hr
Landscape Architect	\$98.00/hr
CAD Drafting	\$65.00/hr
Office Services	\$59.00/hr

- The Landscape Architect shall submit monthly invoices for Professional Fees and Direct Costs, and Additional Services. Accounts are payable on receipt of invoice.

Client Responsibilities

- The Client shall provide all information to the Landscape Architect required for the timely preparation of the plan.
- The Client shall identify objectives, schedule, and budget and provide them to the Landscape Architect early in the design process.
- The Village of Homer Glen will provide to PRI a Topographic Survey for the site. The Survey shall be prepared in AutoCAD dwg format 2012 or newer and include the following information about the site and adjacent public right-of-way:
 1. Spot grade elevations at no less than 50-ft on center and curb lines of all adjacent streets, and on-site pavements
 2. Existing tree locations with spot grade elevations at each tree and other existing vegetation

3. Pertinent surface features, such as existing walls, paths, play equipment, shelters, washroom buildings, site furnishings, sewer structures, storm and sanitary rim, invert, pipe size and flow direction, valves, hydrants, utility poles, adjacent structures including finished lower floor elevation of adjacent residential structures, and structures, light poles and fencing
4. Rights-of-way boundaries and property lines take from the district or public records including building setback lines and any easements, and site plan of the park parcel
5. Existing topography depicted in one foot contours;

Use of Documents

- Drawings and documents prepared by the Landscape Architect for this project shall become the sole property of the Client.
- The Client shall retain copies of drawings and plans and use such documents in the execution of the project and for such other uses as it deems appropriate.

Terms of Agreement

This is a lump sum proposal for the indicated tasks. Tasks will be billed at the hourly rates shown in **“Additional Meetings”** for applicable scope, with costs not to exceed those estimated without prior approval of the Client. Services required in addition to those budgeted shall be conducted only at the Client's request and invoiced at rates shown in **“Additional Meetings”** plus actual direct costs.

Planning Resources Inc. reserves the right to modify the hourly rates of its personnel on an annual basis, effective January 1 of each year. Billing for projects that are scheduled to end within a calendar year but, through no fault of the Landscape Architect, extend beyond the first of the next year, will reflect these rate increases and the upset will be increased accordingly. Total person hours shall remain the same unless the scope is renegotiated.

Our proposal assumes evaluation and landscape planning associated with one grading plan and development of same to final submittal with moderate revisions. Major changes in design direction or multiple revisions occasioned by the changes in site planning will be conducted at the specific direction of the Client and billed as extra services at actual costs.

All invoices are due and payable upon receipt. After a thirty (30)-day grace period, interest shall accrue on the unpaid balance at a rate of 1.5 percent per month until paid in full. In no event shall the payment of fees be delayed by difficulties related to the Client's failure to collect fees or monies due to the Client from the Client's customers, clients or other third parties.

In the event that any invoice or portion thereof remains unpaid for more than sixty (60) days following the date of invoice, Planning Resources Inc. reserves the right to initiate collection proceedings. In this event, the Client shall pay, in addition to amounts due plus interest, all reasonable fees and expenses including reasonable attorney's fees related to the collection process including the cost of the time devoted to such proceedings by Planning Resources Inc. staff at their normal hourly rates then in effect.

Client recognizes that prompt payment of Landscape Architect's invoices is an essential aspect of the overall consideration Landscape Architect requires for providing service to Client. Client agrees to pay all charges not in dispute within thirty (30) days of receipt of Landscape Architect's invoice. Client agrees that Landscape Architect has the right to suspend or terminate service if undisputed charges are not paid within forty-five (45) days of receipt of Landscape Architect's invoice, and Client agrees to waive any claim against Landscape Architect and to indemnify, defend and hold Landscape Architect harmless from and against any claims arising from Landscape Architect's suspension or termination due to Client's failure to provide timely payment of undisputed charges. Any charges held to be in dispute shall be called

to Landscape Architect's attention, in writing, within thirty (30) days of receipt of Landscape Architect's invoice.

Planning Resources Inc. maintains insurance in the amounts of the following:

1. General Liability, \$2 million general aggregate, \$1 million per occurrence;
2. Auto Liability, \$1 million;
3. Workers Compensation and Employer's Liability, Statutory Limits and \$500,000; and
4. Professional Liability, \$1,000,000.

A certificate of insurance will be supplied upon the execution of this agreement. No additional insurance coverage is desired by the client. However, the client requires the Village to be included as "additional insured" on liability policies. No additional premiums will be billed to the client for this requirement.

This proposal shall remain open for a period of thirty (30) days from the date of issuance. If the proposal is not accepted and returned to Planning Resources Inc. within thirty (30) days, then the proposal shall automatically terminate without further notice.

Conclusion

The PRI team will work closely with the Parks & Recreation Committee and Village staff throughout the project. As the design and technical work is developed, we will utilize staff to help us understand issues within the community and to discuss the feasibility of recommendations and alternatives that will be produced.

The PRI team looks forward to discussing the Master Park Development Plan with you. Our goal is to develop a master development plan that includes active and passive recreation facilities that are functional, aesthetic and *accessible* to create new opportunities for social interaction, and enjoyment of outdoor open space for all within the community. To develop a plan that promotes conservation of natural features and resource that can serve as the vision for the future ecological health of the area.

Accepted

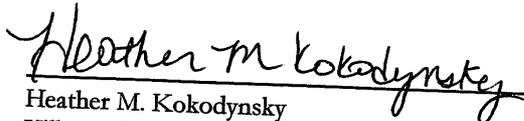

Keven Graham, FASLA, PLA, CLARB
Planning Resources Inc.

Principal

Title

5-18-16

Date


Heather M. Kokodynsky
Village of Homer Glen

Interim Village Manager

Title

5/23/16

Date