



PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into this 21 day of March, 2018, between the Village of Oak Park, an Illinois home rule municipal corporation (hereinafter referred to as the "Village"), and Altamanu, Inc., an Illinois corporation (hereinafter referred to as the "Consultant").

RECITAL

WHEREAS, the Village intends to have professional services performed by Consultant related to landscape design and oversight, including but not limited to design of the 2018 container plantings, other related services, pursuant to the Consultant's Proposal dated January 12, 2018, attached hereto and incorporated herein by reference (hereinafter referred to as "Consultant's Proposal") and this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

1. RECITAL INCORPORATED.

1.1. The above recital is incorporated herein as though fully set forth.

2. SERVICES OF CONSULTANT AND TERM OF AGREEMENT.

2.1. Consultant shall provide the services set forth in Consultant's Proposal (hereinafter referred to as the "Services") after receiving written authorization by the Village. The Village shall approve the use of subConsultants by Consultant to perform any of the Services that are the subject of this Agreement.

2.2. Consultant shall submit to the Village all reports, documents, data, and information set forth in Consultant's Proposal in a format customarily used in the industry. The Village shall have the right to require such corrections as may be reasonably necessary to make any required submittal conform to this Agreement. Consultant shall be responsible for any delay in the Services to be provided pursuant to this Agreement due to Consultant's failure to provide any required submittal in conformance with this Agreement.

2.3. Village Authorized Representative. The Village Manager or the Manager's designee shall be deemed the Village's authorized representative for purposes of this Agreement, unless applicable law requires action by the Corporate Authorities, and shall have the power and authority to make or grant or do those things, certificates, requests, demands,

approvals, consents, notices and other actions required that are ministerial in nature or described in this Agreement for and on behalf of the Village and with the effect of binding the Village as limited by this Agreement. Consultant is entitled to rely on the full power and authority of the person executing this Agreement on behalf of the Village as having been properly and legally given by the Village. The Village shall have the right to change its authorized representative by providing Consultant with written notice of such change which notice shall be sent in accordance with Section 18 of this Agreement.

2.4. Consultant's Authorized Representative. In connection with the foregoing and other actions to be taken under this Agreement, Consultant hereby designates Josephine Bellalta as its authorized representative who shall have the power and authority to make or grant or do all things, certificates, requests, demands, approvals, consents, notices and other actions required that are ministerial in nature or described in this Agreement for and on behalf of the Consultant and with the effect of binding Consultant. The Village is entitled to rely on the full power and authority of the person executing this Agreement on behalf of the Consultant as having been properly and legally given by Consultant. Consultant shall have the right to change its authorized representative by providing the Village with written notice of such change which notice shall be sent in accordance with Section 18 of this Agreement.

3. COMPENSATION FOR SERVICES.

3.1. The Village shall compensate Consultant for the Services as set forth pursuant to the Consultant's Proposal in an amount not to exceed \$25,000.00. Consultant shall be paid not more frequently than once each month ("Progress Payments"). Payments shall be made within thirty (30) days of receipt by the Village of a pay request/invoice from the Consultant. Payments shall be due and owing by the Village in accordance with the terms and provisions of the Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq.*, except as set forth herein.

3.2. The Village may, at any time, by written order, make changes regarding the general scope of this Agreement in the Services to be performed by Consultant. If such changes cause an increase or decrease in the amount to be paid to Consultant or time required for performance of any Services under this Agreement, whether or not changed by any order, an equitable adjustment shall be made and this Agreement shall be modified in writing accordingly. No service for which additional compensation will be charged by Consultant shall be furnished without the written authorization of the Village.

3.3. Consultant shall, as a condition precedent to its right to receive a progress payment, submit to the Village an invoice accompanied by such receipts, vouchers, and other documents as may be necessary to establish costs incurred for all labor, material, and other things covered by the invoice and the absence of any interest, whether in the nature of a lien or otherwise, of any party in any property, work, or fund with respect to the Services performed under this Agreement. In addition to the foregoing, such invoice shall include: (a) employee classifications, rates per hour, and hours worked by each classification, and, if the Services are to be performed in separate phases, for each phase; (b) total amount billed in the current

period and total amount billed to date, and, if the Services are to be performed in separate phases, for each phase; and (c) the estimated percent completion, and, if the Services are to be performed in separate phases, for each phase.

3.4. Notwithstanding any other provision of this Agreement and without prejudice to any of the Village's rights or remedies, the Village shall have the right at any time or times to withhold from any payment such amount as may reasonably appear necessary to compensate the Village for any actual or prospective loss due to: (1) services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete; (2) damage for which Consultant is liable under this Agreement; (3) claims of subconsultants, suppliers, or other persons performing Consultants Services; (4) delay in the progress or completion of the Services; (5) inability of Consultant to complete the Services; (6) failure of Consultant to properly complete or document any pay request; (7) any other failure of Consultant to perform any of its obligations under this Agreement; or (8) the cost to the Village, including attorneys' fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of the Village's remedies set forth in this Agreement. The Village must notify Consultant of cause for withholding within fourteen (14) days of the Village's receipt of an invoice.

3.5. The Village shall be entitled to retain any and all amounts withheld pursuant to this Agreement until Consultant shall have either performed the obligations in question or furnished security for such performance satisfactory to the Village. The Village shall be entitled to apply any money withheld or any other money due Consultant under this Agreement to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments, awards, attorneys' fees, and administrative expenses incurred, suffered, or sustained by the Village and chargeable to Consultant under this Agreement.

4. TERM AND TERMINATION.

4.1. This Agreement shall be for a one (1) year term beginning on the executed date of this agreement through 11:59 p.m. on December 31, 2018.

4.2. This Agreement may be terminated, in whole or in part, by either party if the other party substantially fails to fulfill its obligations under this Agreement through no fault of the terminating party. The Village may terminate this Agreement, in whole or in part, for its convenience. No such termination may be effected unless the terminating party gives the other party not less than ten (10) calendar day's written notice pursuant to Section 18 below of its intent to terminate.

4.3. If this Agreement is terminated by either party, Consultant shall be paid for Services performed to the effective date of termination, including reimbursable expenses. In the event of termination, the Village shall receive reproducible copies of drawings, specifications and other documents completed by Consultant pursuant to this Agreement.

5. INDEMNIFICATION.

5.1. Consultant shall, without regard to the availability or unavailability of any insurance, either of the Village or Consultant, indemnify, save harmless, and defend the Village, its officers, officials, employees, agents, and volunteers against any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses, including reasonable attorneys' fees and administrative expenses, that may arise, or be alleged to have arisen, out of or in connection with the Consultant's performance of, or failure to perform, the Services or any part thereof, whether or not due or claimed to be due in whole or in part to the active, passive, or concurrent negligence or fault of Consultant, but only to the extent caused by the negligence of Consultant or its subconsultants or their respective employees.

6. INSURANCE.

6.1. Consultant shall at Consultant's expense secure and maintain in effect throughout the duration of this Agreement, insurance of the following kinds and limits set forth in this Section 6. Consultant shall furnish Certificates of Insurance to the Village before starting work or within ten (10) days after the notice of award of the Agreement, whichever date is reached first. All insurance policies, except professional liability insurance, shall be written with insurance companies licensed to do business in the State of Illinois and having a rating of at least A according to the latest edition of the Best's Key Rating Guide; and shall include a provision preventing cancellation of the insurance policy unless fifteen (15) days prior written notice is given to the Village. This provision shall also be stated on each Certificate of Insurance: "Should any of the above described policies be canceled before the expiration date, the issuing company shall mail fifteen (15) days' written notice to the certificate holder named to the left." The Consultant shall require any of its subConsultants to secure and maintain insurance as set forth in this Section 6 and indemnify, hold harmless and defend the Village, its officers, officials, employees, agents, and volunteers as set forth in this Agreement.

6.2. The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

- (A) **Commercial General Liability:**
 - i. Coverage to include, Broad Form Property Damage, Contractual and Personal Injury.
 - ii. Limits:

General Aggregate	\$ 2,000,000.00
Each Occurrence	\$ 1,000,000.00
Personal Injury	\$ 1,000,000.00
 - iii. Coverage for all claims arising out of the Consultant's operations or premises, anyone directly or indirectly employed by the Consultant.

- (B) **Professional Liability:**
 - i. Per Claim/Aggregate \$1,000,000.00

- ii. Coverage for all claims arising out of the Consultant's operations or premises, anyone directly or indirectly employed by the Consultant, and the Consultant's obligations under the indemnification provisions of this Agreement to the extent same are covered.

(C) **Workers' Compensation:**

- i. Shall be in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees who provide Services, and in case work is sublet, Consultant shall require each subConsultant similarly to provide workers' compensation insurance. In case employees engaged in hazardous work under this Agreement are not protected under the Workers' Compensation Act, Consultant shall provide, and shall cause each subConsultant to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

(D) **Comprehensive Automobile Liability:**

- i. Comprehensive Automobile Liability coverage shall include all owned, hired, non-owned vehicles, and/or trailers and other equipment required to be licensed, covering personal injury, bodily injury and property damage.

- ii. Limits:

Combined Single Limit	\$1,000,000.00
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(E) **Umbrella:**

- i. Limits:

Each Occurrence/Aggregate	\$2,000,000.00
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- (F) The Village, its officers, officials, employees, agents, and volunteers shall be named as an additional insured on all insurance policies set forth herein except workers' compensation and professional liability/malpractice. The Consultant shall be responsible for the payment of any deductibles for said insurance policies. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officers, officials, employees, agents, and volunteers.

6.3. The Village and Consultant agree to waive against each other all claims for special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Services.

6.4. Consultant understands and agrees that, except as to professional liability, any insurance protection required by this Agreement or otherwise provided by the Consultant, shall

in no way limit the responsibility to indemnify, keep and save harmless, and defend the Village, its officers, officials, employees, agents and volunteers as herein provided. Consultant waives and shall have its insurers waive, its rights of subrogation against the Village, its officers, officials, employees, agents and volunteers.

7. SUCCESSORS AND ASSIGNS.

7.1. The Village and Consultant each bind themselves and their partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party in respect to all covenants of this Agreement. Except as above, neither the Village nor Consultant shall assign, sublet or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body that may not be a party hereto, nor shall it be construed as giving any right or benefits hereunder to anyone other than the Village and Consultant.

8. FORCE MAJEURE.

8.1. Neither the Consultant nor the Village shall be responsible for any delay caused by any contingency beyond their control, including, but not limited to: acts of nature, war or insurrection, strikes or lockouts, walkouts, fires, natural calamities, riots or demands or requirements of governmental agencies.

9. AMENDMENTS AND MODIFICATIONS.

9.1. This Agreement may be modified or amended from time to time provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representative of the Village and the authorized representative of Consultant.

10. STANDARD OF CARE.

10.1. Consultant is responsible for the quality, technical accuracy, timely completion, and coordination of all Services furnished or required under this Agreement, and shall endeavor to perform such Services with the same skill and judgment which can be reasonably expected from similarly situated professionals.

10.2. Consultant shall promptly make revisions or corrections regarding its Services resulting from its errors, omissions, or negligent acts without additional compensation. The Village's acceptance of any of Consultant's Services shall not relieve Consultant of its responsibility to subsequently correct any such errors or omissions, provided the Village notifies Consultant thereof within one (1) year of completion of Consultant's Services.

10.3. Consultant shall respond to the Village's notice of any errors and/or omissions within seven (7) days of written confirmation by Consultant of the Village's notice. Such confirmation may be in the form of a facsimile confirmation receipt by the Village, or by actual hand delivery of written notice by the Village to Consultant.

10.4. Consultant shall comply with all federal, state, and local statutes, regulations, rules, ordinances, judicial decisions, and administrative rulings applicable to its performance under this Agreement.

10.5. Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, and other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including, but not limited to, the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* The Consultant shall also comply with all conditions of any federal, state, or local grant received by the Village or Consultant with respect to this Agreement.

10.6. Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Consultant's, or its subConsultants', performance of, or failure to perform, the Services required pursuant to this Agreement or any part thereof.

11. DOCUMENTS AND BOOKS AND RECORDS.

11.1. Reports, examinations, information, observations, calculations, notes and any other reports, documents, data or information, in any form, prepared, collected, or received by the Consultant in connection with any or all of the Services to be provided pursuant to this Agreement ("Documents") shall be and remain the property of the Village upon completion of the Services and payment to Consultant all amounts then due under this Agreement. At the Village's request, or upon termination of this Agreement, the Documents shall be delivered promptly to the Village. Consultant shall have the right to retain copies of the Documents for its files. Consultant shall maintain files of all Documents unless the Village shall consent in writing to the destruction of the Documents, as required herein.

11.2. Consultant's Documents and records pursuant to this Agreement shall be maintained and made available during performance of the Services under this Agreement and for three (3) years after completion of any Services. Consultant shall give notice to the Village

of any Documents to be disposed of or destroyed and the intended date after said period, which shall be at least ninety (90) days after the effective date of such notice of disposal or destruction. The Village shall have ninety (90) days after receipt of any such notice to give notice to Consultant not to dispose of or destroy said Documents and to require Consultant to deliver same to the Village, at the Village's expense. Consultant and any subConsultants shall maintain for a minimum of three (3) years after the completion of this Agreement, or for three (3) years after the termination of this Agreement, whichever comes later, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the Agreement. All books, records and supporting documents related to this Agreement shall be available for review and audit by the Village and the federal funding entity, if applicable, and Consultant agrees to cooperate fully with any audit conducted by the Village and to provide full access to all materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the Village for recovery of any funds paid by the Village under this Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement. Consultant shall make the Documents available for the Village's review, inspection and audit during the entire term of this Agreement and three (3) years after completion of the Services as set forth herein and shall fully cooperate in responding to any information request pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* by providing any and all responsive documents to the Village.

11.3. Consultant shall have the right to include among Consultant's promotional and professional materials those drawings, renderings, other design documents and other work products that are prepared by Consultant pursuant to this Agreement (collectively "Work Products"). The Village shall provide professional credit to Consultant in the Village's development, promotional and other materials which include Consultant's Work Products.

11.4. Consultant shall furnish all records related to this Agreement and any documentation related to the Village required under an Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*) ("FOIA") request within five (5) business days after the Village issues notice of such request to Consultant. Consultant shall not apply any costs or charge any fees to the Village regarding the procurement of records required pursuant to a FOIA request. Consultant agrees to defend, indemnify, and hold harmless the Village, and its officers, officials, employees, agents, and volunteers, and agrees to pay all reasonable costs connected therewith (including, but not limited to reasonable attorney's and witness fees, filing fees, and any other expenses) for the Village to defend any and all causes, actions, causes of action, disputes, prosecutions, or conflicts arising from the Consultant's actual or alleged violation of the FOIA, or the Consultant's failure to furnish all documentation related to a request within five (5) days after the Village issues notice of a request. Furthermore, should the Consultant request that the Village utilize a lawful exemption under FOIA in relation to any FOIA request thereby denying that request, Consultant shall pay all costs connected therewith (such as reasonable attorney's and witness fees, filing fees, and any other expenses) to defend the denial of the request. The defense shall include, but not be limited to, challenged or appealed denials of FOIA requests to either the Illinois Attorney General or a court of competent jurisdiction.

Consultant shall defend, indemnify, and hold harmless the Village, and its officers, officials, employees, agents, and volunteers, and shall pay all costs connected therewith (such as reasonable attorney's and witness fees, filing fees and any other expenses) to defend any denial of a FOIA request by the Consultant's request to utilize a lawful exemption to the Village.

12. SAVINGS CLAUSE.

12.1. If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

13. NON-WAIVER OF RIGHTS.

13.1. No failure of either party to exercise any power given to it hereunder or to insist upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof, nor any payment under this agreement shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.

13.2. This Agreement shall not prohibit Consultant from providing services to any other public or private entity or person. In the event that Consultant provides Services to a public or private entity or person, the Village, at its sole discretion, may determine that such Services conflict with a service to be provided to the Village by Consultant, and the Village may select another Consultant to provide such Services as the Village deems appropriate.

14. THE VILLAGE'S REMEDIES.

14.1. If it should appear at any time prior to payment for Services provided pursuant to this Agreement that Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services to be provided pursuant to this Agreement with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has attempted to assign this Agreement or Consultant's rights under this Agreement, either in whole or in part, or has falsely made any representation or warranty, or has otherwise failed, refused, or delayed to perform or satisfy any other requirement of this Agreement or has failed to pay its debts as they come due ("Event of Default"), and has failed to cure, or has reasonably commenced to cure any such Event of Default within fifteen business days after Consultant's receipt of written notice of such Event of Default, then the Village shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

14.1.1. The Village may require Consultant, within such reasonable time as may be fixed by the Village, to complete or correct all or any part of the Services that are defective,

damaged, flawed, unsuitable, nonconforming, or incomplete and to take any or all other action necessary to bring Consultant and the Services into compliance with this Agreement;

14.1.2. The Village may accept the defective, damaged, flawed, unsuitable, nonconforming, incomplete, or dilatory Services or part thereof and make an equitable reduction;

14.1.3. The Village may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement except for amounts due for Services properly performed prior to termination;

14.1.4. The Village may withhold any payment from Consultant, whether or not previously approved, or may recover from Consultant any and all costs, including attorneys' fees and administrative expenses, incurred by the Village as the result of any Event of Default or as a result of actions taken by the Village in response to any Event of Default; or

14.1.5. The Village may recover any damages suffered by the Village as a result of Consultant's Event of Default.

14.2. In addition to the above, if Consultant fails to complete any required Services pursuant to this Agreement, the Village shall be entitled to liquidated damages in the amount of five hundred dollars (\$500.00) per day for each day the Services remains uncompleted. This amount is not a penalty, and the parties agree to said amount given the difficulties associated with determining or calculating damages to the Village in the event the required Services are not completed on time.

15. NO COLLUSION.

15.1. Consultant hereby represents and certifies that Consultant is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Consultant is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* Consultant hereby represents that the only persons, firms, or corporations interested in this Agreement are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Consultant has in procuring this Agreement, colluded with any other person, firm, or corporation, then Consultant shall be liable to the Village for all loss or damage that the Village may suffer thereby, and this Agreement shall, at the Village's option, be null and void and subject to termination by the Village.

16. ENTIRE AGREEMENT.

16.1. This Agreement sets forth all the covenants, conditions and promises between the parties, and it supersedes all prior negotiations, statements or agreements, either written or oral, with regard to its subject matter. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement.

17. GOVERNING LAW AND VENUE.

17.1. This Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance.

17.2. Venue for any action pursuant to this Agreement shall be in the Circuit Court of Cook County, Illinois.

18. NOTICE.

18.1. Any notice required to be given by this Agreement shall be deemed sufficient if made in writing and sent by certified mail, return receipt requested, by personal service, email or facsimile transmission to the persons and addresses indicated below or to such other addresses as either party hereto shall notify the other party of in writing pursuant to the provisions of this subsection:

If to the Village:

Village Manager
Village of Oak Park
123 Madison St.
Oak Park, Illinois 60302
Fax: (708) 358-5101
Email: villagemanager@oak-park.us

If to the Consultant:

Josephine Bellalta
Altamanu, Inc.
1700 W. Irving Park Rd., Suite 202
Chicago, IL 60613
Ph: (773) 528-7492
Email: josephine@altamanu.com

18.2. Mailing of such notice as and when above provided shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

18.3. Notice by email or facsimile transmission shall be effective as of date and time of facsimile transmission, provided that the notice transmitted shall be sent on business days during business hours (9:00 a.m. to 5:00 p.m. Chicago time). In the event email or facsimile notice is transmitted during non-business hours, the effective date and time of notice is the first hour of the first business day after transmission.

19. BINDING AUTHORITY.

19.1. The individuals executing this Agreement on behalf of the Consultant and the Village represent that they have the legal power, right, and actual authority to bind their respective parties to the terms and conditions of this Agreement.

20. HEADINGS AND TITLES.

20.1. The headings and titles of any provisions of this Agreement are for convenience or reference only and are not to be considered in construing this Agreement.

21. COUNTERPARTS.

21.1. This Agreement shall be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement.

21.2. A facsimile or pdf/email copy of this Agreement and any signatures thereon will be considered for all purposes as an original.

22. EFFECTIVE DATE.

22.1. As used in this Agreement, the Effective Date of this Agreement shall be the date that the Village Manager for the Village of Oak Park executes this Agreement as set forth below.

23. AUTHORIZATIONS.

23.1. The Consultant's authorized representatives who have executed this Agreement warrant that they have been lawfully authorized by the Consultant's board of directors or its by-laws to execute this Agreement on its behalf. The Village Manager and Village Clerk warrant that they have been lawfully authorized to execute this Agreement. The Consultant and the Village shall deliver upon request to each other copies of all articles of incorporation, bylaws, resolutions, ordinances or other documents which evidence their legal authority to execute this Agreement on behalf of their respective parties.

24. EQUAL OPPORTUNITY EMPLOYER.

24.1. The Consultant is an equal opportunity employer and the requirements of 44 Ill. Adm. Code 750 APPENDIX A are incorporated herein if applicable.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK-
SIGNATURE PAGE FOLLOWS]**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives on the dates set forth below.

VILLAGE OF OAK PARK



By: Cara Pavlicek
Its: Village Manager

Date: 3/21, 2018

ALTAMANU, INC.



By: JOSEPHINE BELLUTA
Its: PRESIDENT

Date: 3/27, 2018

ATTEST



By: Cheryl D. Gooe
Its: Executive Accountant/Office Manager

Date: 3/27, 2018

REVIEWED AND APPROVED
ASTO FORM



MAR 19 2018
LAW DEPARTMENT

January 12, 2018

Robert Sproule
Forestry Supervisor
Village of Oak Park
201 South Boulevard
Oak Park, IL 60302

Re: Scope and Fee Proposal – Village of Oak Park for:

- A. Planter Program—Summer and Fall Rotation Design for Village-wide Planters for the 2018 growing season
- B. Planter Program Installation Supervision—Summer and Fall Rotation
- C. Planter Program Monthly Oversight (7 months)
- D. Village Hall Landscape

Dear Rob,

We are very pleased that the Village of Oak Park has requested a proposal from Altamanu, Inc. for landscape architectural services for the Village Planter Program. We will work towards an upset limit fee as outlined below.

SCOPE OF WORK

The following is an outline of the “Scope of Work” to be carried out by Altamanu Inc.

TASK A: Planter Program—Summer and Fall Rotation Design

Goals: Prepare Bid documents (plans and specifications) for the Village’s seasonal planter program (free standing pots) for a full summer and Fall Rotation for village wide planters and to include all planter pot types.

Our understanding is that Altamanu, Inc. scope of work is as follows:

1. Field inspect existing planters and retained plant material in each business district.
2. Prepare Summer and Fall rotation designs for planters Village-wide to include planting plans and plant schedules. As possible, use Pre-assigned quantities for each planter type as shown on the bid documents prepared in late 2017.

3. Prepare opinion of probable costs for each rotation for Village wide rotations. Opinion of probable costs are to be based on predicted costs of plant materials, installation and periodic minimal maintenance by installing contractor.
4. Attend meetings with staff and landscape installation contractor if requested by Client. (we assume a total of 2 meetings for this task)
5. Provide recommendations and approval of appropriate and commercially available plant species substitutions when necessary as requested by installation contractor. Necessary constitutes when plant material is not readily available. Substitutions are subject to final Village representative approval.
6. Resolve issues with landscape installation contractor as per the above activities as they may arise and as directed by the Village representative.

It is assumed that the summer rotation will be installed no later than the end of week of May 11th, 2018 (availability of plant material size and weather permitting) and the Fall rotation will be installed no later than the end of week of October 5th, 2018.

TASK B: PLANTER PROGRAM INSTALLATION SUPERVISION

1. Provide installation supervision of the Summer and Fall Planter rotations. Verify on site accurate quantity, species, and spacing, arrangement and installation methods at each planter and make adjustments and corrections as per the planting plans and specifications.

TASK C: PLANTER PROGRAM MONTHLY OVERSIGHT (7 months)

Goals: Prepare Field Observation Report to identify maintenance compliance, outstanding maintenance needs and potential upgrades to planters.

1. Provide maintenance supervision including monitoring of watering needs, deadheading of plant material, weeding in and around planters, and plant replacement beyond initial rotation installation on a monthly basis.
2. Make monthly visits (May to November) to all areas listed to assess maintenance, spring and fall clean-up compliance by Village engaged landscape contractor and potential planting and maintenance upgrades. At this time we estimate 7 monthly visits to all the sites. (May to November of 2018)
3. Prepare monthly Field Observation Report to communicate observation and recommendations to Forestry Supervisor.

TASK D: Village Hall Landscape Design

Goals: Prepare Bid documents (plans and specifications) for the Village Hall landscape plantings for the renovated parking lot and to upgrade the building landscape.

Our understanding is that Altamanu, Inc. scope of work is as follows:

1. We understand that the landscape style will be natural in aesthetic and one that can attract bees and butterflies and be composed of native and/or locally adapted plant materials.
2. Field inspect existing site landscape and record/photograph existing landscape conditions.
3. Prepare planting designs (plans, drawing notes, details and planting specifications) for the parking lot islands, periphery landscape. At this time we assume the design of north side of parking lot plaza area with new trees. Hardscape costs to be included in parking lot upgrade costs.
4. Prepare planting designs (plans, drawing notes, details and planting specifications) for the surrounding building landscape along the sloped areas abutting the building, the level lawn areas within the property lines and potentially the parkways on the north, east and west sides of the building.
5. Prepare opinion of probable costs for the parking lot landscape and building landscape. Opinions of probable costs are to be based on predicted costs of plant materials and installation.
6. Attend meetings with staff to review landscape design direction and final landscape plans. (we assume a total of 2 meetings for this task)
7. Provide Client with plans, notes, details and specifications for bidding.
8. Assistance bid bidding and construction observation are not part of this task and can be provided on an hourly basis as approved by the Client.

Professional Fees:

A. Planter Program—Summer and Fall Rotation Design village wide Planters	\$ 7,657.60
B. Planter Program Summer & Fall Installation Supervision	\$ 3,506.80
C. Planter Program Monthly Oversight (7 months @ \$956.40/mo. Estimate only-will bill hourly)	\$ 6,694.80
D. Village Hall Landscape Design	\$ 6,640.80

Total Not to Exceed Professional Fees: \$24,500.00

Estimated Expenses: \$ 500.00

The majority of the hours for design will be expended in the Project Manager category. The majority of the installation supervision and monthly oversight will fall in the Landscape Designer I. All tasks will have minor supervision and oversight from the Project Principal.

The chart below shows our current standard rates.

Classification	Rate Per Hour
Project Principal	\$160.20
Senior Landscape Architect/Urban Designer	\$95.00
Project Manager/Landscape Architect I	\$79.70
Landscape Designer I	\$65.05
Landscape Designer II/CADD	\$50.00

Professional fees and expenses will be invoiced monthly for work completed and we would appreciate payment within 30 days.

Reimbursable expenses will be billed as a direct expense. Reimbursable expenses related to this project may include but are not limited to the following:

- Travel
- Reproduction
- Special Supplies
- Photography
- Copies and large scale scans
- Messenger/Delivery

Assumptions

1. All and any base information to be used as a basis for this project (plans, utility locations, contours, site survey, aerials, GIS maps etc.) will be provided by the Client to Altamanu Inc. Most of the base information is already available from Altamanu's previous efforts on VOP projects.
2. Site base information will be provided in a form compatible with AutoCAD format if detailed design is requested.
3. Client to provide accurate Planter Pot count per type and per location.

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4. Note all work will be based on this information and the accuracy of the final product is therefore dependent on this information.
5. This agreement is limited to planning, conceptual urban and landscape design. It does not include: civil, traffic, utility, soils or environmental studies/engineering, or property surveys.
6. This scope of work is based on documents available as of this date.
7. This agreement may be terminated by either party 15 days after written notice is given. Altamanu, Inc. shall be compensated for all services performed up to this date.

If this proposal is acceptable to you, we would appreciate the execution of this document by the addition of your signature in the space provided below and returning a copy for our files after which, we will sign and date the standard form of agreement issued and used by the Village of Oak Park and attach a copy of this document for record.

As always, we at Altamanu Inc. appreciate this opportunity to work with you and the Village of Oak Park and for our community.

Very truly yours,



Josephine Bellalta, PLA, ASLA
President, Altamanu, Inc.

ACCEPTED BY:

Signature

Printed Name

Title

Date

landscape architecture + urban design + planning

1700 w. iving park rd. + suite 202 + chicago, illinois 60613 + 773 528 7492 t + + Email Josephine@altamanu.com

TASK D: Village Hall Landscape Design

Goals: Prepare Bid documents (plans and specifications) for the Village Hall landscape plantings for the renovated parking lot and to upgrade the building landscape.

Our understanding is that Altamanu, Inc. scope of work is as follows:

1. We understand that the landscape style will be natural in aesthetic and one that can attract bees and butterflies and be composed of native and/or locally adapted plant materials.
2. Field inspect existing site landscape and record/photograph existing landscape conditions.
3. Prepare planting designs (plans, drawing notes, details and planting specifications) for the parking lot islands, periphery landscape. At this time we assume the design of north side of parking lot plaza area with new trees. Hardscape costs to be included in parking lot upgrade costs.
4. Prepare planting designs (plans, drawing notes, details and planting specifications) for the surrounding building landscape along the sloped areas abutting the building, the level lawn areas within the property lines and potentially the parkways on the north, east and west sides of the building.
5. Prepare opinion of probable costs for the parking lot landscape and building landscape. Opinions of probable costs are to be based on predicted costs of plant materials and installation.
6. Attend meetings with staff to review landscape design direction and final landscape plans. (we assume a total of 2 meetings for this task)
7. Provide Client with plans, notes, details and specifications for bidding.
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D. Village Hall Landscape Design	\$ 6,640.80

Total Not to Exceed Professional Fees: \$24,500.00

Estimated Expenses: \$ 500.00

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Very truly yours,



Josephine Bellalta, PLA, ASLA
President, Altamanu, Inc.

ACCEPTED BY:

Signature

Printed Name

Title

Date

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JESSE WHITE
 SECRETARY OF STATE

CORPORATION FILE DETAIL REPORT

File Number	61281509		
Entity Name	ALTAMANU, INC		
Status	ACTIVE		
Entity Type	CORPORATION	Type of Corp	DOMESTIC BCA
Incorporation Date (Domestic)	10/17/2000	State	ILLINOIS
Agent Name	JOSEPHINE M P BELLALTA	Agent Change Date	02/13/2009
Agent Street Address	1700 W IRVING PARK RD #202	President Name & Address	JOSEPHINE M P BELLALTA 820 LYMAN AVE OAK PARK 60304
Agent City	CHICAGO	Secretary Name & Address	JOSEPHINE M P BELLALTA, 820 LYMAN AVE , OAK PARK IL 60304
Agent Zip	60613	Duration Date	PERPETUAL
Annual Report Filing Date	09/27/2017	For Year	2017

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(One Certificate per Transaction)

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[Change of Registered Agent and/or Registered Office Address](#)

Village of Oak Park
Department of Public Works
Forestry Division
MEMORANDUM

March 19, 2018

TO: John P. Wielebnicki, Director of Public Works
FROM: Rob Sproule, Forestry Superintendent
RE: Altamanu, Inc. 2018 Contract for Landscaping Consulting Work

OK JW 3/29/18

The Village has contracted with Altamanu, Inc. to provide landscaping consulting services since 2005. Altamanu, Inc. has assisted staff in the design of movable landscape planters found throughout the Village and its business districts. In addition, they have helped oversee the installation and maintenance of the plant material by the contractor. They have always done an excellent job and are a great partner. Altamanu was asked to provide a proposal for additional services in 2018 (See attached). This year's proposal includes an expanded scope to do designs for improving the landscape at Village Hall as part of the parking lot improvements scheduled for 2018.

The adopted FY 2018 Forestry budget includes \$20,000.00 for design and consulting assistance within the General Contractuals line item of the landscaping program (1001-43800-742-530660). This line item is utilized for landscape related consulting services required by the village. In addition, the adopted FY 2018 Madison Street TIF Fund includes \$100,000.00 for landscaping of Village Hall within the Economic Development Initiative line item (2072-41300-101-570-698).

Attached is a professional services agreement with Altamanu, Inc. for \$25,000.00 for landscape consulting services. Work will include designing the 2018 movable planter palette, overseeing its installation and maintenance, and designing landscape improvement plans for Village Hall.

Please feel free to contact me if you have any questions.

Thank you.

RECEIVED

MAR 19 2018

VILLAGE MANAGERS OFFICE