

Submitted By

Bill McKenna, Village Engineer

Reviewed By

LKS

Agenda Item Title

A Resolution Approving a Professional Services Agreement with Site Design Group, Ltd. for the Design of Traffic Calming and Landscape Improvements for the Forest Avenue and Ontario Street Area in an Amount Not To Exceed \$56,736 and Authorizing its Execution

Overview

The Engineering Division requested proposals for landscape architecture and civil engineering for a proposed project to calm traffic and improve the residential neighborhood character of the Forest and Ontario intersection area. Per the Planned Development Ordinance for the Albion Development, the Village will receive \$340,000 to fund this work from the developer upon issuance of final occupancy permits. The project is planned to be designed this fall and constructed in the spring of 2020. Work is anticipated to include enhanced crosswalks to improve pedestrian safety, median island improvements to calm traffic, conversion of high level street lighting to lower level pedestrian lighting, replacing deteriorated pavers, and landscaping.

Staff Recommendation

Approve the Resolution.

Fiscal Impact

The Village will receive \$340,000 in revenues from the Albion Development in the third quarter of 2019 which will be used to fund the design and construction of this project. Revenues will be transferred to the FY2019 Capital Improvement Fund, Public Works – Engineering, Traffic Calming Improvements account no. 3095-43780-101-570955 to fund this work.

Background

Per the plan development ordinance with the Albion Development, the developer will contribute \$340,000 to the Village of Oak Park for the municipal arboretum and North Forest Avenue traffic calming. The funds are intended to be used to enhance the area nearby the development with additional landscaping and for traffic calming.

Staff has met multiple times with the residents on Forest Avenue, north of the Albion development, and has collectively developed proposed improvements to calm traffic, improve pedestrian safety, add landscaping, replace deteriorated pavers, and restore the residential character of the area north of the development with changes to street lighting. An exhibit depicting conceptual improvements is included in the attachments.

Staff requested proposals from consultants to design and oversee construction of the project. The Village received four proposals and the proposal from Site Design Group best fit the needs of the Village while also at the most competitive cost. A summary of the proposals is attached.

In order to save money and keep the project within the budgeted amount, staff is recommending awarding a contract only for the design of the project. Staff will include construction of the project as part of the annual local street resurfacing project in 2020 and construction management of this work would be included as part of the construction oversight of the resurfacing project as well.

The project is intended on being designed this fall and winter and constructed in the spring of 2020.

Alternatives

The alternative to this recommendation could be to delay action to gain additional information.

Previous Board Action

At the Village Board meeting on October 2, 2017, the Village Board Adopted an Ordinance Granting a Special Use Permit for a Major Planned Development for a Mixed Use Development with Residential and Commercial Uses at the Property Located at 1000 Lake Street.

Citizen Advisory Commission Action

N/A.

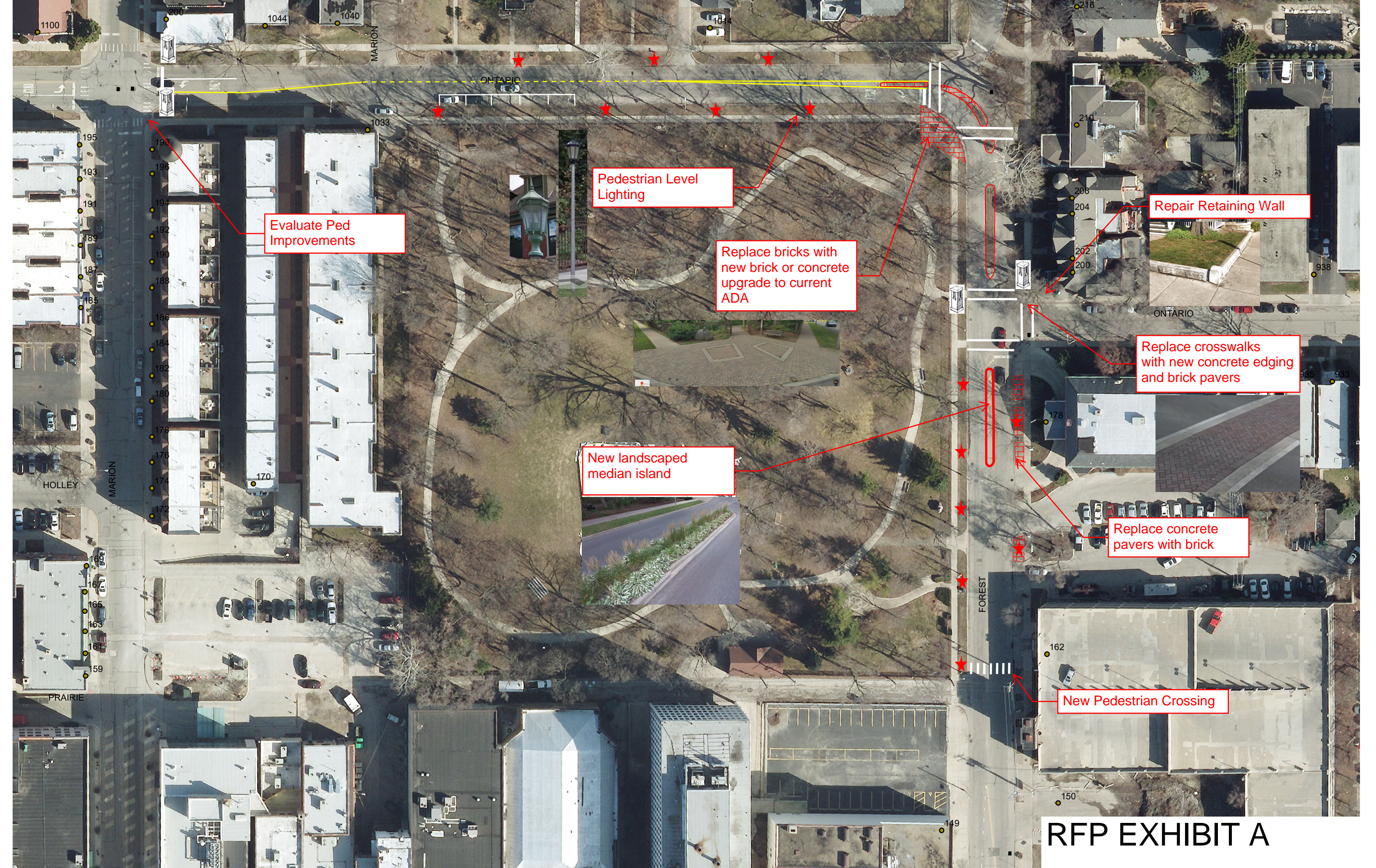
Anticipated Future Actions/Commitments

A future Board agenda item will be presented for construction of this project in 2020.

Intergovernmental Cooperation Opportunities

None at this time.

DRAFT



Evaluate Ped Improvements

Pedestrian Level Lighting

Replace bricks with new brick or concrete upgrade to current ADA

Repair Retaining Wall

Replace crosswalks with new concrete edging and brick pavers

New landscaped median island

Replace concrete pavers with brick

New Pedestrian Crossing

RFP EXHIBIT A



PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into this _____ day of September, 2019, between the Village of Oak Park, an Illinois home rule municipal corporation (hereinafter referred to as the “Village”), and Site Design Group, Ltd., an Illinois corporation (hereinafter referred to as the “Consultant”).

RECITAL

WHEREAS, the Village intends to have professional landscape architecture and engineering services (hereinafter referred to as the “Services”) performed by the Consultant to provide the design of Traffic Calming and Landscape Improvements for the Forest and Ontario Area, pursuant to the Village’s Request for Proposals dated June 19, 2019, attached hereto and incorporated herein (hereinafter referred to as the “Project”).

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

1. RECITAL INCORPORATED.

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

2. SERVICES OF THE CONSULTANT.

2.1. The Project consists of professional landscape architecture and engineering services as more completely described in the Consultant’s Proposal for “Professional Landscape Architecture and Engineering Services for Design and Construction Inspection (Phases I-III) for the Forest and Ontario Traffic Calming and Landscaping project” dated July 18, 2019, attached hereto and incorporated herein (hereinafter referred to as the “Consultant’s Proposal”). After written authorization by the Village, the Consultant shall provide the Services for the Project. These Services shall include providing phase I and II design of the Forest and Ontario Traffic Calming and Landscaping Improvement Project, as described in the Scope of Services section of the Project. The Village shall approve the use of subconsultants by the Consultant to perform any of the Services that are the subject of this Agreement.

2.2. The Consultant shall submit to the Village all reports, documents, data, and information set forth in the Project. The Village shall have the right to require such corrections as may be reasonably necessary to make any required submittal conform to this Agreement.

The Consultant shall be responsible for any delay in the Services to be provided pursuant to this Agreement due to the Consultant's failure to provide any required submittal in conformance with this Agreement.

2.3. In case of a conflict between provisions of the Consultant's Proposal and this Agreement or the Village's Request for Proposals, this Agreement and/or the Village's Request for Proposals shall control to the extent of such conflict.

2.4. Village Authorized Representative. The Village's Director of Public Works or the Director's designee shall be deemed the Village's authorized representative, 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. The 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 the Consultant with written notice of such change which notice shall be sent in accordance with Section 18 of this Agreement.

2.5. Consultant's Authorized Representative. In connection with the foregoing and other actions to be taken under this Agreement, the Consultant hereby designates Brad McCauley 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 the 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 the Consultant. The 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.

2.6 The Consultant shall be an independent contractor to the Village. The Consultant shall solely be responsible for the payment of all salaries, benefits and costs of supplying personnel for the Services.

3. COMPENSATION FOR SERVICES.

3.1. The Village shall compensate the Consultant for the Services in an amount not to exceed \$56,736.00 ("Contract Price"). The Consultant shall be paid installments 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 within the general scope of this Agreement in the Services to be performed by the 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 the Consultant shall be furnished without the written authorization of the Village.

3.3. The 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; (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 the Consultant is liable under this Agreement; (3) claims of subcontractors, suppliers, or other persons performing Consultant's Services; (4) delay in the progress or completion of the Services; (5) inability of the Consultant to complete the Services; (6) failure of the 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 reasonable 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 the Consultant of cause for withholding within fourteen (14) days of receiving invoice.

3.5. The Village shall be entitled to retain any and all amounts withheld pursuant to this Agreement until the 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 the Consultant under this Agreement to reimburse itself for any and all reasonable costs, expenses, losses, damages, liabilities, suits,

judgments, awards, reasonable attorneys' fees, and administrative expenses incurred, suffered, or sustained by the Village and chargeable to the Consultant under this Agreement.

3.6. The Consultant's Services shall be considered complete on the date of final written acceptance by the Village, which acceptance shall not be unreasonably withheld or delayed. As soon as practicable after final acceptance, the Village shall pay to the Consultant the balance of any amount due and owing under this Agreement, after deducting therefrom all charges against the Consultant as provided for in this Agreement ("Final Payment"). The acceptance by Consultant of Final Payment with respect to the Services shall operate as a full and complete release of the Village of and from any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses of, by, or to the Consultant for anything done, furnished for, arising out of, relating to, or in connection with the Services, except for such claims as the Consultant reserved in writing at the time of submitting its invoice for final payment.

4. TERM AND TERMINATION.

4.1. This Agreement shall take effect upon the Effective Date as defined herein and shall expire upon the Consultant's completion of its services pursuant to Section 3.6 above.

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 days written notice pursuant to Section 18 below of its intent to terminate.

4.3. If this Agreement is terminated by either party, the 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 the Consultant pursuant to this Agreement.

5. INDEMNIFICATION.

5.1. To the fullest extent permitted by law, the Consultant hereby agrees to defend, indemnify and hold harmless the Village and its officers, officials, agents, employees and volunteers against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, including, but not limited to, reasonable attorney's fees and court costs (hereinafter referred to as "Claims") which may accrue against the Village or its officials, agents, employees and volunteers to the extent caused by the negligent performance of the work by the Consultant, its employees, or subconsultants, except for the negligence of the Village or its officers, officials, agents, employees and volunteers.

6. INSURANCE.

6.1. The Consultant shall, at the 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. The 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 or authorized 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 by the insurer unless fifteen (15) days prior written notice is given to the Village. This provision (or reasonable equivalent) shall also be stated on each Certificate of Insurance: "Should any of the above described policies be canceled before the expiration date by the insurer, 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, officers, officials, agents, employees 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. Cover 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 \$2,000,000.00
- ii. Cover all claims arising out of the Consultant's negligent operations or premises, anyone directly or indirectly employed by the Consultant.

(C) **Workers' Compensation:**

- i. Workers' compensation insurance shall be in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees who work on the Project, and in case work is sublet, the 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 workers' compensation insurance, the 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. Coverage to 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 and its officers, officials, agents, employees and volunteers shall be named as additional insureds on all insurance policies identified herein except workers' compensation and professional liability. 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 and its officials, agents, employees and volunteers.

6.3. The Village and the 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 Project.

6.4. The Consultant understands and agrees that 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 as herein provided. The Consultant waives and agrees to require its insurers to waive its rights of subrogation against the Village, its officers, officials, employees, agents and volunteers.

7. SUCCESSORS AND ASSIGNS.

7.1. The Village and the 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 the 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 the 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 the Consultant.

10. STANDARD OF CARE.

10.1. The Consultant is responsible for the quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports and other professional 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. The Consultant shall be responsible for the accuracy of its professional Services under this Agreement and shall promptly make revisions or corrections resulting from its errors, omissions, or negligent acts without additional compensation. The Village's acceptance of any of Consultant's professional Services shall not relieve Consultant of its responsibility to subsequently correct any such errors or omissions, provided the Village notifies Consultant thereof within one year of completion of the Consultant's Services.

10.3. The Consultant shall respond to the Village's notice of any errors and/or omissions within seven (7) days of written confirmation by the 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 the Consultant.

10.4. The Consultant shall review laws, regulations, codes and standards in effect as of the date of this Agreement that applicable to Consultant's services and shall exercise professional care and judgment to comply with said requirements imposed by governmental authorities having jurisdiction over the Project.

10.5. The 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 the Consultant with respect to this Agreement.

10.6. The 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 the Consultant's, or its subcontractors', performance of, or failure to perform, the Services required pursuant to this Agreement or any part thereof.

11. DRAWINGS, DOCUMENTS AND BOOKS AND RECORDS.

11.1. Drawings, plans, specifications, photos, reports, 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 project and payment to the Consultant all amounts then due under this Agreement. Notwithstanding the foregoing, the Consultant shall maintain all rights to reuse standard details and other design features on other projects. At the Village's request, or upon termination of this Agreement, the Documents shall be delivered promptly to the Village. The Consultant shall have the right to retain copies of the Documents for its files. The 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. The Consultant's Documents and records pursuant to this Agreement shall be maintained and made available during performance of Project Services under this Agreement and for three (3) years after completion of the Project. The 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 the Consultant not to dispose of or destroy said Documents and to require Consultant to deliver same to the Village, at the Village's expense. The 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 the Agreement shall be available for review and audit by the Village and the federal funding entity, if applicable, and the 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 subsection shall establish a presumption in favor of the Village for recovery of any funds paid by the Village under the Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement. The 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 Project 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. The Consultant shall have the right to include among the Consultant's promotional and professional materials those drawings, renderings, other design documents and other work products that are prepared by the Consultant pursuant to this Agreement (collectively "Work Products"). The Village shall provide professional credit to the Consultant in the Village's development, promotional and other materials which include the Consultant's Work Products.

11.4. The 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 the Consultant. The Consultant shall not apply any costs or charge any fees to the Village regarding the procurement of records required pursuant to a FOIA request. The 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, the 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 the Consultant from providing engineering Services to any other public or private entity or person. In the event that the 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 civil engineer and/or land surveyor 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 final payment that the 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 the 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 (15) 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 the 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 in the Contract Price;

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 progress payment or final payment from the Consultant, whether or not previously approved, or may recover from Consultant, any and all costs but not exceeding the amount of the Contract Price, 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 the Consultant's Event of Default.

15. NO COLLUSION.

15.1. The Consultant hereby represents and certifies that the 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.* The 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 the 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 brought 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, or by electronic 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 Engineer
Village of Oak Park
201 South Boulevard
Oak Park, Illinois 60302
Email: bmckenna@oak-park.us

If to the Consultant:

Brad McCauley
Site Design Group, Ltd.
888 S. Michigan Ave #1000
Chicago, Illinois 60605
Email: bcmccauley@site-design.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 electronic transmission shall be effective as of date and time of electronic 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 electronic 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 or 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; FACSIMILE OR PDF SIGNATURES.

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 warrants that she has 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 and Chapter 13 ("Human Rights") of the Oak Park Village Code are incorporated herein as though fully set forth. The Consultant shall not discriminate against any employee or applicant for employment because of race, sex, gender identity, gender expression, color, religion, ancestry, national origin, veteran status, sexual orientation, age, marital status, familial status, source of income, disability, housing status, military discharge status, or order of protection status or physical or mental disabilities that do not impair ability to work, and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization. The Consultant shall comply with all requirements of Chapter 13 ("Human Rights") of the Oak Park Village Code.

In the event of the Consultant's noncompliance with any provision of Chapter 13 ("Human Rights") of the Oak Park Village Code, the Illinois Human Rights Act or any other applicable law, the Consultant may be declared non-responsible and therefore ineligible for future Agreements or subcontracts with the Village, and the Agreement may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

In all solicitations or advertisements for employees placed by it on its behalf, the Consultant shall state that all applicants will be afforded equal opportunity without discrimination because of race, sex, gender identity, gender expression, color, religion, ancestry, national origin, veteran status, sexual orientation, age, marital status, familial status, source of income, disability, housing status, military discharge status, or order of protection status or physical or mental disabilities that do not impair ability to work.

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

DRAFT

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

SITE DESIGN GROUP, LTD.

By: Cara Pavlicek
Its: Village Manager

By:
Its:

Date: _____, 2019

Date: _____, 2019

ATTEST:

ATTEST:

By: Vicki Scaman
Its: Village Clerk

By:
Its:

Date: _____, 2019

Date: _____, 2019

DRAFT

village of oak park

REQUEST FOR PROPOSALS FOR DESIGN
AND CONSTRUCTION INSPECTION FOR
THE FOREST AND ONTARIO TRAFFIC
CALMING AND LANDSCAPING PROJECT



site // www.site-design.com

888 s michigan avenue #1000
chicago, illinois 60605

July 8, 2019

Village of Oak Park
Engineering Division of the Public Works Department
201 South Blvd
Oak Park, IL 60302

RE: RFP for Professional Landscape Architecture and Engineering Services or Design and Construction Inspection (Phases I - III) for the Forest and Ontario Traffic Calming and Landscaping Project



To Whom it May Concern,

I am pleased to submit this proposal to the Village of Oak Park to express our interest in preparing exceptional and creative traffic calming and landscaping design solutions for the Forest and Ontario project. This is an exciting opportunity to re-imagine the public realm with safe, functional, and aesthetically pleasing solutions. Through meaningful client engagement and design solutions that are deeply rooted in place, we are dedicated to working with the Village of Oak Park to create implementable design solutions that are delivered on time and within budget.

site design group, ltd. (site) is an award-winning urban design, landscape architecture, and architecture firm based nearby in Chicago. We are known for our expertise as innovators and creative thinkers in the public realm throughout Illinois and the Midwest through our attention to the importance of functionality, user experience, and factors such as seasonal interest, sustainability, and diversity of use. Throughout our 29 year tenure, we have worked with various municipalities to plan, design, and implement numerous successful streetscapes.

To provide the Village with the best possible services and augment our planning and design experience with technical expertise, we have partnered with Terra Engineering (survey, civil engineering, and traffic consulting) and Advance Consulting Group (electrical engineering). Our longstanding working relationships combined with our respective expertise has resulted in a track record of successful projects throughout the Midwest. As a team, we are committed to delivering exceptional design solutions to the Village.

Our award-winning projects range in variety and scale from large conservation easements to highly utilized public spaces. Over the past 29 years, we have worked extensively on placemaking projects, including innovative sustainable design solutions and multi-modal streetscapes and public spaces. Our award-winning projects include the Chicago Sustainable Urban Infrastructure Guidelines and Policies, the Lakeview Lincoln Hub, and Argyle Shared Street.

We are thrilled for the opportunity to submit a proposal for this exciting project to reinvigorate and bring new improvements to the Forest and Ontario streetscapes. We do not object to any of the terms of the Request for Proposal. Should you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "B.C. McCauley". The signature is stylized and cursive.

Bradley C. McCauley, ASLA, CDT
bcmcauley@site-design.com
(312) 427-7240 x108

site design group, ltd.
888 south michigan avenue #1000
chicago, illinois 60605
tel 312.427.7240 fax 312.427.7241
www.site-design.com

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5/ fee proposal and hourly rates..... separate enclosure

1/ TEAM INTRODUCTION



State Street Lightscape / Chicago

We create spaces that change people.

site design group, ltd. (*site*) /
team lead, landscape architecture
and planning

office: Chicago, Illinois
web: site-design.com

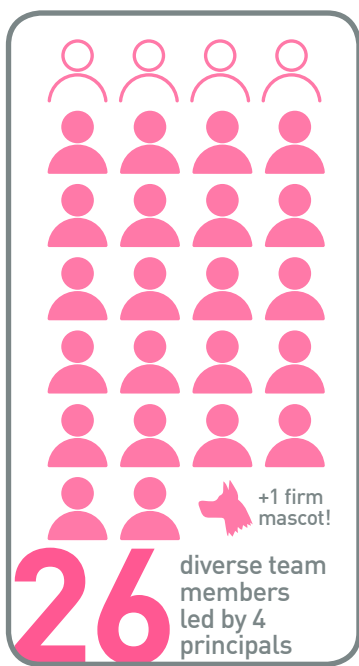
Founded in 1990, *site* is an award-winning landscape architecture and urban design firm based in Chicago, Illinois. The firm is led by four principals, Ernest Wong, Robert Sit, Bradley McCauley, and Hana Ishikawa. *site* is certified as a Minority Business Enterprise (MBE) and Disadvantaged Business Enterprise (DBE). As landscape architects, urban designers, planners, arborists, architects, and creative thinkers, we are a staff of 26 diverse and innovative professionals. We are enlivened by our surroundings and strive to produce creative spaces that inspire, restore, and bring communities together.

site is often engaged to collaborate and coordinate efforts with other architects, engineers, and design professionals. Effective communication with the design team and client ensures successful coordination of projects from concept through construction. We transform complex design challenges into places that clearly reflect identity and are strong statements of beautiful and functional spaces.

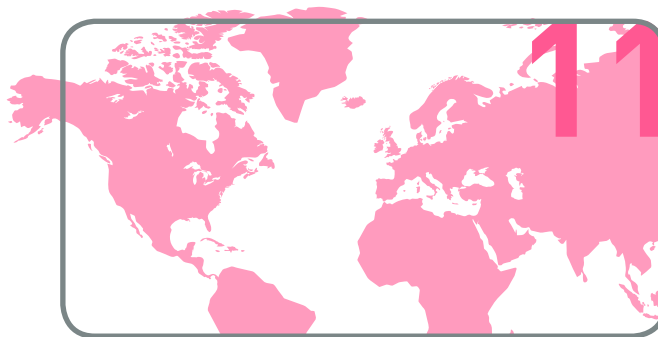
As designers, creative thinkers, and engaged citizens, we understand the value of exterior environments that create a sense of place. Successful placemaking leads to the long-term care and use of these spaces by the public. At *site* this is our goal in all we do: create spaces that are well-loved and well-utilized by the communities they reside within.

Throughout our 29 years in business, we have made our name in the Midwest for our leadership and innovation in urban design and landscape architecture, commitment to design excellence, and community-based planning approach. Each project brings a measure of social responsibility, placemaking, and land stewardship. Our experience includes over **66 streetscapes**, **46 master plans**, and **115 public spaces**.

With any given project, we utilize a design and planning process that emphasizes effective communication, attention to detail, understanding of human scale, and evaluation of the past, current, and future needs of a given community to ensure design excellence. Using functional systems coupled with “out of the box” strategies, we work diligently with our clients to create spaces that excite and engage users, improve the pedestrian experience, strengthen community ties, conserve and enhance the site’s unique natural features, and push the boundaries of sustainable design.



2017 ILASLA firm of the year



SUBCONSULTANT TEAM

In addition to our own expertise, we have assembled a strong team of experts to serve as consultants throughout the Forest and Ontario Traffic Calming project. A brief overview of each firm's background is below.

Terra Engineering (WBE) / survey, civil engineering, and traffic consulting

office: Chicago, Illinois

web: terraengineering.com

TERRA Engineering, Ltd. is a multi-disciplinary professional service firm, that utilizes our experience, intellect, passion, and diversity to serve our clients. Since 1992, our portfolio has evolved to include local, national, and global projects ranging in both type and scale. We approach our work from a foundation of comprehensive expertise and resources, allowing our disciplines to collaborate and create intelligently designed, thoughtful, site-specific solutions that skillfully balance aesthetic with function. We are dedicated to making our clients successful, and to enable our clients and staff to make innovative and socially responsible decisions that result in a sustainable and effective design.

Our mission is to become the professional service firm of choice by empowering our employees to be innovative and socially responsible while achieving sustainable and profitable growth.

Notable projects:

Marion Street Streetscape, Oak Park, IL
Washington & Wisconsin Signal, Oak Park, IL
Hawk Signal, Oak Park, IL
Roosevelt Road Streetscape, Oak Park, IL
Oak Park Streets and Alleys, Oak Park, IL
Lindburg and Scoville Parks, Oak Park, IL

District 97 Administrative Building, Oak Park, IL
District 97 Holmes Elementary School Addition, Oak Park, IL
District 97 Lincoln Elementary School Addition, Oak Park, IL
District 97 Percy Julian Middle School Athletic Field, Oak Park, IL

Advance Consulting Group (MBE) / electrical engineering

office: Chicago, Illinois

web: acgintl.com

Advance Consulting Group International (ACGI) is a Chicago-based Mechanical, Electrical, Plumbing, and Fire Protection engineering firm. Established in 1997, Advance is recognized for providing high-quality services and client satisfaction. Advance has pioneered the design and engineering of residential buildings, corporate offices, and retail spaces.

We provide MEP/FP services that are customized to furnish our clients with a fully integrated team approach. Working together with the design team and end-users to develop places and tools for students to gain knowledge and explore different subjects. The MEP/FP design will support the different places and provide comfort and flexible systems for end-users.

Notable projects:

Austin Road Lighting, Oak Park, IL
Roosevelt Road Lighting, Oak Park, IL
Harrison Street Lighting, Oak Park, IL
Lake Street Lighting, Oak Park, IL

Chicago Ave Lighting, Oak Park, IL
South Blvd Lighting, Oak Park, IL
Marion and Oak Park Lighting, Oak Park, IL
Various Parks, Oak Park, IL

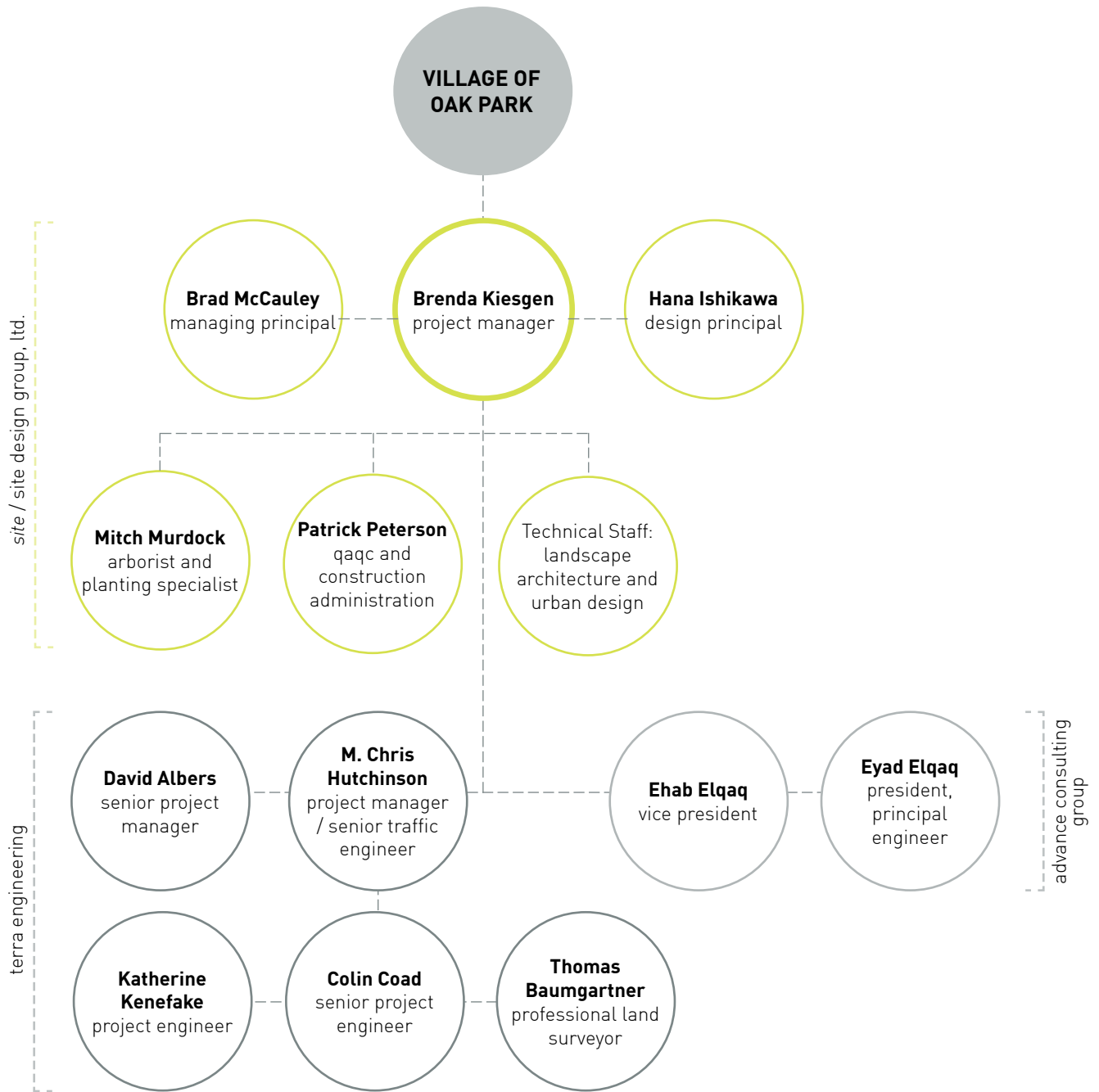
2/ KEY PERSONNEL



Wentworth and Wells Connector/ Chicago

We have assembled an exemplary team of designers, planners, visionaries, creative thinkers, and technical experts to participate in the Forest and Ontario Traffic Calming project. An organizational chart and resumes for key team members are included in the following pages.

ORGANIZATIONAL CHART



RESUMÉ



bradley c. mccauley asla, cdt
managing principal

BIO

Brad McCauley is the Managing Principal at *site*, who specializes in construction detailing and contract documentation. Through Brad's extensive knowledge in transforming design into buildable projects, he has helped facilitate numerous award-winning public spaces. His body of work includes urban waterfronts, streetscapes, residential developments, urban parks, playgrounds, and open space design in both the public and private sectors. Brad is actively involved in a number of professional and service organizations, including serving as the Trustee of the American Society of Landscape Architects Illinois Chapter and a member of the Stewardship Council of The Cultural Landscape Foundation. A licensed landscape architect, Brad has also received Construction Document Technology certification from the Construction Specification Institute.

PRESS

"Maintenance Matters" *Landscape Architecture Magazine*. April 2018. 48.

"Prairie District Park at McCormick Square, Chicago" *Landscape Architect and Specifier News*. March 2018. 50-56.

"Lofty Gathering Spot" *Retrofit Magazine*. July-August 2017

"Color and Cushion" *Landscape Architecture Magazine*. May 2017

"Argyle Street Gives Back" *Landscape Architecture Magazine*. 29 November 2016

"Chicago's Chinatown library breaks cookie-cutter mold" *Chicago Tribute*. 7 September 2015.

SELECTED JURIES & LECTURES

International Casual Furnishings Association (IFCA) Richard Frinier Design Scholarship Jury. 2018.

"River Edge Ideas Lab: Gallery Talk with *site* design group, ltd." Chicago Architecture Biennial. 5 December 2017.

Landscape Architecture in Chicago Panel, ASLA Illinois Chapter. 11 September 2017

"A Manager's Look Inside the Workplace" ASLA Illinois Chapter Emerging Professional Committee 2017 Leadership Forum. 6 February 2017

"Exploring the Next Generation of Professional Leadership" American Society of Landscape Architects Annual Meeting. 21 October 2016

ADA 25 Chicago, "Building an Accessible Metropolitan Chicago: 'Listen and Learn' for Designers," 18 November 2015

"Fire, Work With Me: Native Urban-Landscape Restoration and Prairie-Burn Demonstration," American Society of Landscape Architects Annual Meeting and Expo. 6 November 2015

University of Illinois at Urbana-Champaign Sasaki Day Project Review Panel, 2009 - present.

PROFESSIONAL AFFILIATIONS

American Society of Landscape Architects (ASLA)

ASLA Illinois Chapter, Trustee and Past President

American Institute of Architects (AIA) National Allied Member

Stewardship Council, The Cultural Landscape Foundation

Chicago Architecture Foundation

Consortium for Design and Construction Careers

Construction Specification Institute, CSI-I

UIUC Department of Landscape Architecture, Resource Committee

RESUMÉ CONTINUED

bradley c. mccauley asla, cdt

SELECTED WORK

Streetscapes and Transit

The University of Chicago 58th Street West, Chicago, IL
 Prairie Avenue Shared Street, Chicago, IL
 Six Corners at Milwaukee, Chicago, IL
 80th Avenue Metra Station, Tinley Park, IL
 IDOT Illinois Route 47, Northern IL
 Harlem Avenue Median Improvements, Tinley Park, IL
 IDOT High Speed Rail Stations, IL
 Blue Island Streetscape, Chicago, IL
 Wacker Drive Viaduct/Congress, Chicago, IL
 Argyle Shared Street, Chicago, IL
 Green Street Improvements, Champaign, IL
 MCORE Multimodal Corridor Enhancement Project, Champaign/Urbana, IL

Parks, Plazas, and Open Space

DuSable Museum Site Improvements, Chicago, IL
 Mary Bartelme Park, Chicago, IL
 3M Playgrounds: Mellin, Merryman, and Merrimac Parks, Chicago, IL
 Ping Tom Memorial Park - North Shoreline, Boathouse, and Fieldhouse, Chicago, IL
 Printers Row Park, Chicago, IL
 Riis Park Playground, Chicago, IL
 Park 574, Chicago, IL
 31st Street Harbor, Chicago, IL

Mixed-Use and Residential

The Emerson (Oak Park Station), Oak Park, IL
 Dorchester Art + Housing Collaborative, Chicago, IL
 Judge Fisher Senior Apartments, Chicago, IL
 Casa Queretaro, Chicago, IL
 Highlander Accelerator, Omaha, NE
 The Madison, Chicago, IL
 River East Lofts, Chicago, IL
 1K Fulton, Chicago, IL

Civic and Institutional

University of Illinois at Urbana-Champaign Ikenberry Commons #3, Urbana, IL
 Western Illinois University Quad Cities Riverfront Campus, Moline, IL
 LaSalle II Magnet Elementary School, Chicago, IL
 Tinley Park Downtown Masterplan, Tinley Park, IL

REGISTRATION

Licensed Landscape Architect State of Illinois, Alabama, Arizona, Indiana, Iowa, Michigan, Missouri, Oregon, and Wisconsin: License # 157-001466, Since 2012
 CLARB Certified Landscape Architect
 Certified Document Technologist

EDUCATION

Bachelor of Landscape Architecture, 2007
 University of Illinois at Urbana-Champaign, Champaign, IL

EMPLOYMENT HISTORY

2007 - present: *site*, Chicago, IL

RESUMÉ

hana ishikawa aia associate

design principal



BIO

Hana Ishikawa is the Design Principal at *site*, often leading the design process with complex, yet thoughtful ideas. Hana's projects have ranged from master planning of modern entertainment complexes, traditional commercial interiors, and historic streetscapes, to contemporary urban parks. Constantly looking for visually enticing environments from the rigid structure of classical aesthetics to cutting-edge modern design, whether it is conceptual design or construction details, she enjoys merging innovation and logic into all aspects of design. Born into a family of designers in Tokyo, with her unique educational history and eclectic job history at many different types of firms, her experience is diverse. Hana was recently named Young Architect honorable mention from The Architect's Newspaper for the 2017 Best of Design Awards.

PRESS

"Maintenance Matters" *Landscape Architecture Magazine*. April 2018. 48.

"Prairie District Park at McCormick Square, Chicago" *Landscape Architect and Specifier News*. March 2018. 50-56.

"Lofty Gathering Spot" *Retrofit Magazine*. July-August 2017

"Color and Cushion" *Landscape Architecture Magazine*. May 2017

"Deep Cut: the history of Chicago is buried under one of its least-known and most astonishing parks" *Landscape Architecture Magazine*. November 2015

"Garfield Park Natural Playscape V1.0, Chicago, Site Design Group, 2015" *Playscapes*. 27 July 2015

"The Cityscapes Forum: High Praise For The New Palmisano Park" *Chicago Tribune*. 30 November 2010

"Cityscapes Forum: West Side story: A new park, with dynamic geometry and bold interactivity, creates an urban oasis amid wall-to-wall condos" *Chicago Tribune*. 27 August 2010

"From the tallest tower to a vibrant urban park, the best architecture of 2010," *Blair Kamin, Chicago Tribune*. December 2010

SELECTED JURIES & LECTURES

"Sketch Walks: Landscape Design with Hana Ishikawa" Today at Apple Michigan Avenue. 18 March 2018.

"River Edge Ideas Lab: Gallery Talk with site design group, ltd." Chicago Architecture Biennial. 5 December 2017.

"Encompassing the Diverging Views on Design and Justice" American Society of Landscape Architects Annual Meeting and Expo. 20 October 2017

"Become an Urban Planner at River Edge Ideas Lab" Chicago Ideas Week panel. 16 October 2017

Pecha Kucha 20x20, Lecture at Merchandise Mart, the Society for Experiential Graphic Design, 22 September 2016

Pecha Kucha 20x20 Chicago Vol. 39, Lecture at Martyrs', 6 September 2016

"The Process of Designing Innovative, Non-Traditional Playgrounds" Landscape Structures Annual Sales Meeting, 12 January 2016

PROFESSIONAL AFFILIATIONS

American Institute of Architects Associate

American Society of Landscape Architects, Affiliate

RESUMÉ CONTINUED

hana ishikawa aia associate

SELECTED WORK

Streetscapes and Transit

The University of Chicago 58th Street West, Chicago, IL
 Prairie Avenue Shared Street, Chicago, IL
 Six Corners at Milwaukee, Chicago, IL
 Argyle Shared Street, Chicago, IL
 Green Street Improvements, Champaign, IL
 Uplift Plaza, Chicago, IL
 Wells and Wentworth Connector, Chicago, IL
 Lakeview Lincoln Hub, Chicago, IL
 Lakeview Seating, Chicago, IL
 Irving Park People Place, Chicago, IL

Parks, Plazas, and Open Space

Field Museum Landscape Masterplan, Chicago, IL
 DuSable Museum Site Improvements, Chicago, IL
 Mary Bartelme Park, Chicago, IL
 Henry C. Palmisano Park, Chicago, IL
 Ping Tom Memorial Park - North Shoreline, Boathouse, and Fieldhouse, Chicago, IL
 McCormick Place Pocket Park, Chicago, IL
 Park 574, Chicago, IL
 Seneca Park, Chicago, IL
 Unity Green at Gill Park Playground & Enabling Garden, Chicago, IL
 Garfield Park Play and Grow Garden V1.0, Chicago, IL
 Coliseum Park, Chicago, IL

Residential

Dorchester Art + Housing Collaborative, Chicago, IL
 The Burnham at Woodlawn Park, Chicago, IL
 Judge Fisher Senior Apartments, Chicago, IL
 Norweta Row, 1730 W Wrightwood, Chicago, IL
 1035 West Van Buren, Chicago, IL
 The Madison, Chicago, IL
 Niche 905, Chicago, IL

Civic and Institutional

The University of Chicago 58th Street West, Chicago, IL
 The University of Chicago Rubenstein Forum, Chicago, IL
 The University of Chicago Arts Block Pavilion, Chicago, IL
 The University of Chicago Harris School of Public Policy, Chicago, IL
 Western Illinois University Quad Cities Riverfront Campus, Moline, IL
 Chinatown Branch Library, Chicago, IL

EDUCATION

Bachelor of Architecture, 2006
 Illinois Institute of Technology, with prior studies at Carnegie Mellon University

EMPLOYMENT HISTORY

2007 - present: *site*, Chicago, IL
 2006 - 2007: Creative Director at Sage Alliances, Chicago, IL
 2002 - 2006: Internship at Nomura Kougei Inc., Tokyo, Japan

RESUMÉ



brenda kiesgen

project manager

BIO

Brenda Kiesgen is a Project Manager and Designer at *site* with a passion for social spaces that integrally fit into the contextual urban fabric. Her skills in site analysis, communication, and aesthetic considerations within the collaborative design process produce unique, vivid spaces which culminate in the creation of enduring solutions. Projects include collaborations between architects, city agencies and community residents. Brenda's education as an architect allows her to envision the creation of spaces through the creative juxtaposition of material and form, while her research of innovative sustainable technologies lay the foundation of an integrated site development process.

SELECTED WORK

Urban Design and Planning

City of Chicago Placemaking Guidelines, Chicago, IL
 City of Chicago Sustainable Urban Infrastructure Policies and Guidelines, Chicago, IL
 Uplift Plaza, Chicago, IL
 Streets for Cycling, Chicago, IL
 Evanston Bike Cycle Plan, Evanston, IL
 Bubbly Creek Framework Plan, Chicago, IL
 Fulton-Randolph Market District Guidelines, Chicago, IL
 Michigan Avenue Master Plan, Chicago, IL
 City of Chicago Stormwater Management Ordinance, Chicago, IL

Streetscapes and Transit

80th Avenue Metra Station, Tinley Park, IL
 LaSalle Congress Intermodal, Chicago, IL
 Lakeview Lincoln Hub, Chicago, IL
 Western Avenue Viaduct Reconstruction, Chicago, IL
 Green Street Improvements, Champaign, IL
 MCORE Multimodal Corridor Enhancement Project, Champaign/Urbana, IL
 I-90/94 at I-290 Jane Byrne (Circle) Interchange, Chicago, IL
 Western Avenue Streetscape, Chicago, IL
 CTA Substations, Chicago, IL
 Red Purple Line Modernization, Chicago, IL
 Grand Avenue Streetscape, Chicago, IL
 Lincoln Ashland Belmont Streetscape, Chicago, IL
 Wells and Wentworth Connector, Chicago, IL
 Argyle Shared Street, Chicago, IL
 183rd Street Roundabout, Tinley Park, IL
 171st Raised Medians, Tinley Park, IL
 Six Corners at Milwaukee Avenue, Chicago, IL
 Irving Park People Place, Chicago, IL
 111th Street Streetscape, Chicago, IL
 IDOT High Speed Rail Stations, IL
 Dan Ryan Expressway Landscape, Chicago, IL
 Bike Cycle Program Chicago, IL
 Harlem Avenue Median Improvements - Tinley Park, IL
 167th Median Improvements - Tinley Park, IL

EDUCATION

Bachelor of Architecture, 2006
 University of Illinois at Chicago, Chicago, IL

EMPLOYMENT HISTORY

2006 - Present: *site*, Chicago, IL

RESUMÉ



MITCHELL MURDOCK ISA, CERTIFIED ARBORIST

arborist and planting specialist

BIO

Mitchell Murdock is a Project Manager, Designer, and Certified Arborist at *site*. His specialties include municipal open space projects, urban forestry, and ecological restoration. While working for large municipal park agencies in NYC and Chicago, Mitch fostered his passion for greening communities and developing landscapes that integrate the natural and built elements. Mitch resides in Oak Park, Illinois.

SELECTED WORK

Parks, Plazas, and Open Space

Tree Inventory, Tinley Park, IL
 Emerald Ash Borer Treatment, Tinley Park, IL
 Emerald Ash Borer Tree Removals, Tinley Park, IL
 Landscape Architect Retainer, Tinley Park, IL
 Landscape Ordinance, Tinley Park, IL
 Terrace Detention Ponds, Tinley Park, IL
 Stormwater Detention Areas Maintenance, Tinley Park, IL
 159th Place Streambank Stabilization, Tinley Park, IL
 Midlothian Creek, Tinley Park, IL
 Brooklyn Bridge Park, Brooklyn, NY*
 South Bronx Greenway, Bronx, NY*
 PlaNYC Reforestation, New York, NY*

Streetscapes and Transit

183rd Street Medians, Tinley Park, IL
 Harlem Avenue Median Replacements, Tinley Park, IL
 LaGrange Road, Tinley Park, IL
 Columbia Street Reconstruction, Brooklyn, NY*
 Park Avenue Streetend, Bronx, NY*

*Projects completed prior to joining site design group, Ltd.

CERTIFICATION

International Society of Arboriculture Certified Arborist since 2005.
 Certificate #: NY-5236A

EDUCATION

Master of Science, Landscape Design
 Columbia University, New York, NY

Bachelor of Science, Natural Resources
 The Ohio State University, Columbus, OH

EMPLOYMENT HISTORY

2013 - present: *site*, Chicago, IL
 2012 - 2013: Chicago Park District, Natural Areas Manager, Chicago, IL
 2002 - 2012: City of New York Department of Parks and Recreation, New York, NY

RESUMÉ

patrick peterson pla, cdt, sites ap, leed green associate

qaqc and construction administration



BIO

Patrick Peterson joins *site* as the Director of Construction Administration. A Licensed Landscape Architect, Project Manager, and Construction Specialist, he has over 16 years of experience designing and building a wide variety of projects from parks to botanic gardens and streetscapes to corporate headquarters. Patrick prides himself on his dedication to the highest level of client satisfaction through a focus on exceptional craftsmanship and uncompromising quality. His award-winning work has been featured in multiple publications including Architectural Digest, the Chicago Tribune, Chicagoland Gardening Magazine, Crain's Chicago Business, Garden Design Magazine, The Landscape Contractor, and the New York Times. Forever in search of the perfect solution, Patrick has a passion for collaboration, detailing, and bringing the firm's designs to life.

PROFESSIONAL AFFILIATIONS

American Society of Landscape Architects
Illinois Chapter of the American Society of Landscape Architects
Construction Specification Institute

SELECTED WORK

Streetscapes & Transit

Fourth Presbyterian Church, Streetscape, Chicago, IL*
Kent Barns, Streetscape, Kent, CT*
Michigan Avenue - Seasonal Annual Displays, Streetscape, Chicago, IL*
OKC Hub, Transit Center, Oklahoma City, OK*

Parks, Plazas, and Open Space

Fulton West, Chicago, IL
Riverline, Waterfront, Park and Streetscape, Chicago, IL*
University of Chicago Harper and Hitchcock Quads, Open Space, Chicago, IL*
University of Illinois Ikenberry Commons, Open Space, Champaign, IL*

Civic & Institutional

Greater Des Moines Botanic Garden, Des Moines, IA*
Illinois State University, Bone Student Center, Plaza, Bloomington, IL*
Northwestern University, Bienen School of Music, Open Space, Evanston, IL*
Northwestern University, Kellogg School of Business, Open Space, Evanston, IL*
Westminster Presbyterian Church, Minneapolis, MN*

*Projects completed prior to joining *site*.

REGISTRATION

Licensed Landscape Architect, State of Illinois
Certified Document Technologist, CSI
SITES Accredited Professional
LEED Green Associate

EDUCATION

Master of Landscape Architecture, 2007, University of Illinois at Urbana-Champaign, Urbana, IL
Bachelor of Landscape Architecture, 2005, Ball State University, Muncie, IN

EMPLOYMENT HISTORY

2017 - present: *site*, Chicago, IL
2009 - 2017: Hoerr Schaudt Landscape Architects, Chicago, IL
1999 - 2009: NILCO, Inc., Chicago, IL



M. CHRIS HUTCHINSON, PE, PTOE

Project Manager / Senior Traffic Engineer



Mr. Hutchinson has acquired more than 19 years of experience in providing civil and traffic engineering services for a variety of projects and clients. As a Professional Traffic Operations Engineer, Chris has certification in the specialized application of traffic operations engineering. His experience includes serving as the traffic engineer on numerous roadway from small individual sites through large scale and complex neighborhoods and corridors for both public and private clients. His design duties have included the traffic modeling and analysis, traffic signal design, and development of plans and specifications for major roadway projects.

EDUCATION

Bachelor of Science in Civil Engineering, Washington University, St. Louis, MO, 1996

LICENSES / CERTIFICATES

Professional Engineer –
IL (2007): 062.059625
MO (2003): 2003001046
KS (2007): 19460
FL (2017): 82511
WI (2017): 45727-6
IN (2019): PE11900257
Professional Traffic Operations Engineer (PTOE), 2005, # 1797

PROFESSIONAL EXPERIENCE

7 years with TERRA
12 years prior to TERRA

PROFESSIONAL AFFILIATIONS

Engineers Club of St. Louis,
Board of Directors –
2008-2010, 2013-2015

Institute of Transportation Engineers
Transportation Engineering Association of Metropolitan St. Louis

SPEAKING ENGAGEMENTS

North American Travel Monitoring Exposition and Conference (NATMEC):
2016: "Traffic Data Collection Program in the Middle East"
2016: "Collecting Vehicle and Pedestrian Data at a Large Event"
2014: "Utilizing Video Data for Improved Traffic Analysis"
Miovision Client Case Study –
2013: "Multi-Modal Traffic Data with TERRA Engineering"

CHICAGO BEARS GAMEDAY TRAFFIC COUNTS / Chicago, IL / Senior Traffic Engineer /

TERRA was contracted by Soldier Field to collect additional vehicle and pedestrian data around Soldier Field during a Bears Game and to work with local agencies and SP+ Gameday to evaluate ingress and egress patterns around the stadium. Chris was responsible for setting up data collection equipment at several intersections around the stadium to collect data on vehicle and pedestrian movement. In addition, Chris worked with SP+ Gameday's event operations team, representatives from Soldier Field and the Chicago Bears to observe the traffic patterns and pedestrian movements before and after a game and has been involved in the collaboration with this group on potential changes which could be considered to more efficiently manage traffic around the stadium on game days.

WASHINGTON & WISCONSIN SIGNAL INSTALLATION / Oak Park, IL / Traffic Engineer /

This project will convert the existing stop-controlled intersection to a signalized intersection with left turn lanes and the addition of through movements on Wisconsin Ave. Additionally, it includes final development and approval of the IDS with IDOT District One. TERRA will be responsible for completing and submitting Pre-Final plans to IDOT. Chris was responsible for the traffic portion of the intersection design study and the design of the new traffic signals to be installed at the intersection. Oak Park will complete Final plans and Submit to IDOT after TERRA reviews.

HAWK SIGNAL INSTALLATION / Oak Park, IL / Traffic Engineer /

TERRA is providing engineering services for the installation of a Modified High Intensity Activated Crosswalk (HAWK) Signal for both pedestrian and bicycle crossings of Chicago Avenue at the intersection of Harvey Avenue. This intersection is a designated safe routes to school crossing and on the Village's proposed Neighborhood Greenway Network which is a bicycle boulevard network. The HAWK Signal is intended to have both passive and actuated detection of bicyclists in order to not require cyclists to dismount to activate the signal. As project manager, Chris' responsibilities include design of the signals, crosswalks, and detection system at the intersection.

CAP THE IKE / Oak Park, IL / Traffic Engineer /

Leading the effort to conduct analyses of the traffic simulation and travel demand models of existing conditions and create the complex traffic simulations for this project. Services include modeling a roundabout using VISSIM traffic simulation software, creating traffic simulation models for multiple different scenarios, including a no-build alternative to determine future peak hours and ADT using VISSIM and other traffic-modeling software packages.

CLARENDON HILLS DOWNTOWN TRAFFIC STUDY / Clarendon Hills, IL / Traffic Engineer /

TERRA performed a traffic study comprised of nine intersection counts and a two-day parking study of 524 parking spaces throughout downtown Clarendon Hills, including business, residential, and commuter parking. With this data, Chris recommended improvements to the Prospect Avenue railroad crossing and nearby intersections to improve vehicular flow and enhance pedestrian and cyclist safety. TERRA also recommended changes to the parking areas to make more efficient use of the available spaces to better meet the needs of the Village.



DAVID P. ALBERS, PE

Senior Project Manager



With more than 40 years of civil transportation engineering experience, Mr. Albers has demonstrated innovative accomplishments in the areas of municipal and project management, transportation planning and design, stormwater management, utility systems engineering, value planning and engineering, land development, and facilities planning and design. He possesses astute perceptive insight and discernment crucial to effective quality assurance/quality control and strategic or project planning.

EDUCATION

Master of Business Administration,
DePaul University, 1981

Bachelor of Science in Civil
Engineering, Valparaiso University,
1973

LICENSES / CERTIFICATES

IL Professional Engineer
1978 – 062.036148

PROFESSIONAL EXPERIENCE

10 years with TERRA
34 years prior to TERRA

PROFESSIONAL AFFILIATIONS

ASCE Basic and Advances
HECRAS, 2003

Traffic Incident Management
Workshop, 2001

Value Engineering 40-Hour
Workshop, Modules I and II, 1993

ASCE Wetlands, 1993

AVE International (Value
Engineering)

PUBLICATIONS

Authored the first municipal
detention ordinance in Illinois
premised upon 0.15cfs/ac release
rate concept.

Authored and enforced local
floodplain ordinances.

Pavement Selection for DuPage
County Highways, 1995

SOUTH BOULEVARD TCSP PHASE II & III / Oak Park, IL / Project Engineer / Provided Phase II and III engineering for a streetscape design on South Boulevard. Responsibilities included developing detailed roadway and lighting improvement plans. The project included upgrades of ADA pedestrian crossings and traffic signals at Harlem. Roadway design includes the reworking of the Harlem/South intersection adding a westbound to southbound left turn lane on South Boulevard. Lighting, utility work, and bicycle parking facilities are also included.

ROOSEVELT ROAD STREETScape IMPROVEMENTS / Oak Park, Berwyn, Cicero, IL / QA/QC Reviewer / As the engineering member of the streetscape planning team, TERRA assisted in shaping the concept and focus of the project along the state highway bordering the communities. Prepared the Project Development Report while simultaneously preparing the design documents for the work. The project involved the replacement of 1.5 miles of curb; sidewalk and driveway reconstruction; storm sewer; variable HMA pavement milling and resurfacing; streetlight removal and replacement; temporary traffic signals; and construction of streetscape amenities such as ornamental lighting, planters and trees.

BERWYN DEPOT DISTRICT STREETScape / Berwyn, IL / Project Engineer / Improved streetscape design through Berwyn's historic Depot District area. Work includes upgrades to their water and sewer system, full topographic survey, geotechnical investigations, traffic studies, site investigations of vaulted sidewalks, and a drainage study. The design includes sustainability measures such as permeable pavers and bioswales.

WILLOW ROAD SURFACE DRAINAGE IMPROVEMENTS / Prospect Heights, IL / Project Engineer / Development of surface drainage improvements. Services included a full survey of the road, review of existing drainage conditions, and the development of multiple alternatives to provide a positive drainage flow.

2023 INFRASTRUCTURE PROGRAM PHASE I / Kenilworth, IL / Project Engineer / Construction management services for the 2023 Infrastructure Program for the Village of Kenilworth. Project includes roadway reconstruction with permeable pavement, storm sewer installation, water main replacement, combined sewer repairs and lining, curb and gutter, porous parkway areas, underdrains, street light pole replacement, erosion and sediment control, parkway restoration, and sidewalk installation.

CDOT STREETScape REVIEW / Various Locations, IL / Project Engineer / Review of the streetscape design of multiple roadways throughout Chicago and its neighborhoods. Involves extensive coordination with the Chicago Department of Transportation and CTA.

STREETScape AND SUSTAINABLE DESIGN PROGRAM MANAGEMENT / Various Locations, IL / Project Engineer / Providing Phase I and II engineering services for the streetscape design and sustainability plan for multiple streets throughout Chicago and various neighborhoods. Involves heavy coordination with the Chicago Department of Transportation.

*Experience prior to joining TERRA Engineering, Ltd.



KATHERINE KENEFAKE, PE

Project Engineer



Katherine’s responsibilities include calculations related to stormwater management, design of storm sewers, site and roadway grading, utility design, cost estimates, production of construction documents, permitting and construction observation. Site development projects include planning, design and production of construction documents for sites, such as commercial developments, schools, office and industrial parks. Recent projects include:

DISTRICT 97 ADMINISTRATION BUILDING / Oak Park, Illinois / Project Engineer / The D97 Administration building will be a two-story office building for District 97 staff that will include an at-grade parking area with surrounding landscape. Site design to accommodate required amount of parking spaces. Coordination of all utilities including electrical conduits, plumbing, and irrigation lines. Engineer minor stormwater systems by calculating sewer capacities.

DISTRICT 97 HOLMES ELEMENTARY SCHOOL ADDITION / Oak Park, Illinois / Project Engineer / Site design, stormwater management and permitting through Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) and Village of Oak Park for two building additions to the existing elementary school located in Oak Park. Retention requirement was met within the drainage stone base of proposed permeable rubber surfaces which incorporated outdoor learning space for students.

DISTRICT 97 LINCOLN ELEMENTARY SCHOOL ADDITION / Oak Park, Illinois / Assistant Project Manager / Site design, stormwater management and permitting through MWRDGC and Village of Oak Park for two building additions to the existing elementary school located in Oak Park. Project challenges included a high groundwater table while still required to provide detention and volume control for all disturbed areas. Project was met with success with implementation of economically efficient stormwater management systems.

DISTRICT 97 LONGFELLOW ELEMENTARY SCHOOL ADDITION / Oak Park, Illinois / Assistant Project Manager / Site design, stormwater management and permitting through MWRDGC and Village of Oak Park for a building addition to the existing elementary school located in Oak Park. Project challenges included a high groundwater table while still required to provide detention and volume control for all disturbed areas. Project was met with success with implementation of economically efficient stormwater management systems.

DISTRICT 97 PERCY JULIAN MIDDLE SCHOOL ATHLETIC FIELD / Oak Park, Illinois / Project Engineer / Site design, stormwater management and permitting through MWRDGC and Village of Oak Park for a new artificial turf field for School District 97 in the Village of Oak Park. Design included volume control and stormwater detention storage beneath the artificial turf field. The layout of the field striping was crucial in order to provide a space in which both a softball field and soccer field could be available in their respective seasons. This field could become interchangeable for multiple athletic programs across different age groups.

DISTRICT 97 GWENDOLYN BROOKS MIDDLE SCHOOL ATHLETIC FIELD / Oak Park, Illinois / Project Engineer / Site design, stormwater management and permitting through MWRDGC and Village of Oak Park for a new artificial turf field for School District 97 in the Village of Oak Park. Design included volume control and stormwater detention storage beneath the artificial turf field. The layout of the field striping was crucial in order to provide a space in which both a softball field and soccer field could be available in their respective seasons. This field could become interchangeable for multiple athletic programs across different age groups.

EDUCATION

Bachelor of Science in Civil Engineering, Purdue University, West Lafayette, IN, 2013

LICENSES / CERTIFICATES

Professional Engineer, IL
062.069948

PROFESSIONAL EXPERIENCE

3 years with TERRA
1 year prior to TERRA

PROFESSIONAL AFFILIATIONS

Purdue Society of Women Engineers, 2008 - 2013



COLIN COAD, PE, PTOE, VMA

Senior Project Engineer



Colin specializes in the design of Phase I and Phase II transportation projects. He has 12 years of experience in roadway geometrics, traffic analysis, traffic signal design, environmental processes/documentation and preparing Project Development Reports on State, County and Municipal transportation projects with both local and federal funding. He also has experience in maintenance of traffic, utilities and drainage design. He has mastered various software programs including Highway Capacity Software, Synchro/SimTraffic, MicroStation and GeoPAK. When planning projects, Colin pulls from his Value Engineering training to develop creative solutions to engineering challenges, with high-value results.

MPEA EVENT CENTER AND HOTEL / Chicago, Illinois / Project Engineer / Both the Metropolitan Pier and Exposition Authority (MPEA) McCormick HQ Hotel and MPEA Events Center projects consisted of the demolition of existing buildings, utilities, and at-grade improvements in the near south side of Chicago. TERRA designed a large diameter, 100-Yr. capacity, storm sewer system, along with the design of a new connecting street between the two buildings. To address changing traffic flow patterns, Colin led the design, coordination and plan development of eight traffic signal modifications, requiring multi-level coordination with the City of Chicago Department of Transportation.

EDUCATION

Bachelor of Science in Civil Engineering, University of Illinois at Urbana-Champaign, 2006

LICENSES / CERTIFICATES

Professional Engineer, IL, 2011
#062-063250

Professional Engineer, MI, 2017
#6201065098

Professional Traffic Operations Engineer, 2015
#3938

Value Methodology Associate
201212042

PROFESSIONAL EXPERIENCE

1 year with TERRA
11 years prior to TERRA

PROFESSIONAL AFFILIATIONS

Institute of Transportation Engineers

SAVE International

American Society of Civil Engineers

CONTINUING EDUCATION

Value Engineering Training: SAVE
Mod 1 & Mod 2

IDOT Phase I Training

IDOT ADA/PROWAG Training

IDOT Erosion and Sediment Control
Training, Modules 1 & 2

Toastmasters International certified
Competent Communicator

TRAFFIC ENGINEERING SERVICES* / Cook County, Illinois / Project Manager / The Cook County Department of Transportation and Highways addresses numerous traffic and transportation issues each year. Colin assisted the County as part of this on-call project, performing tasks ranging from conducting speed studies, analysis of intersection operations, traffic signal and stop sign warrants, and a review of the County's pavement marking practices. School operations, viaduct collisions, at-grade railroad crossings adjacent to traffic signals, and uncontrolled intersections with sight distance concerns are among the other challenges encountered. The variety of engineering tasks assigned cover a wide swath of transportation concerns: while most projects cover a few aspects of transportation engineering, this project was multi-faceted, requiring many levels of expertise.

DOWNERS GROVE AREA 6 NEIGHBORHOOD TRAFFIC STUDY / Downers Grove, Illinois / Project Engineer / The Village of Downers Grove retained TERRA for the development of a neighborhood traffic study for "Area 6", located in the northeast portion of the Village, north of Ogden Avenue. Tasks included traffic data collection using Miovision cameras for intersections and at 45 midblock locations using magnetic traffic counters, data summaries, data analysis, field reviews, and the development of a report recommending improvements to promote traffic calming and safety. Colin served as manager for all portions of this project, including a presentation of the findings and recommendations at a neighborhood meeting.

WESTERN AVENUE STREETScape / Peoria, Illinois / Project Engineer / The City of Peoria is pursuing the reconstruction of Western Avenue from Adams Street to Howett Street, transforming the corridor from a wide 4-lane roadway to a 3-lane (road diet) section with a two-way cycle track and a bioswale median. TERRA is providing Phase I and II engineering services for the project, including extensive public involvement, alternative analysis, and pursuing federal funding. Key challenges include the implementation of green infrastructure in a tight urban corridor, while accommodating the needs of all users of the right-of-way. Colin managed the design team, guiding the project through the Phase I process. He will also be a key team member for the Phase II design and plan development, with a focus on roadway geometry and traffic signal design.

BUTTERFIELD ROAD RECONSTRUCTION* / Wheaton, Illinois / Traffic Signal Designer / Traffic Signal Designer: Three miles of Butterfield Road were widened to accommodate four traffic lanes in place of the previous two. Colin completed the traffic signal design plans for the four signalized intersections within the project limits, one of which is a major intersection with three corner islands, requiring multi-stage pedestrian crossing phases.

*Experience prior to joining TERRA Engineering, Ltd.



THOMAS BAUMGARTNER, PLS

Professional Land Surveyor, Department Head



EDUCATION

Bachelor of Arts in Management and Business, National Louis University, IL, 1990

LICENSES / CERTIFICATES

IL Professional Land Surveyor, 1995 – 035.003142

WI Professional Land Surveyor, 1993 – 2146-8

OSHA 4-Hour Hazardous Waste and Confined Space Certified

PROFESSIONAL EXPERIENCE

10 years at TERRA
10 years prior to TERRA

PROFESSIONAL AFFILIATIONS

Delegate for Northeast Chapter of the Illinois Professional Land Surveyors Association
Head of Scholarship Committee for Northeast Chapter of the Illinois Professional Land Surveyors Association
Former Vice President for the Winnebago Chapter of the Illinois Professional Land Surveyors Association
Summer/Winter Tree Identification Classes at Morton Arboretum
Taught Construction Layout Course at Rockford Community College

Mr. Baumgartner has performed all aspects of residential, commercial, ALTA, topographic, and architectural surveys, subdivision plats, condominium plats, construction layout, GPS, and right-of-way surveys. He manages survey crews and drafting staff, performed all boundary determinations and calculations, oversaw high accuracy control network for Eisenhower Expressway, aerial photogrammetry ground control, and right-of-way surveys, wrote proposals/negotiated contracts, and reviewed plats. Major projects / clients include 800-acre Joliet Prison, Lake Park Crescent Development, Chicago Park District, Target, Metra, City of Chicago Department of Planning and Development, South Suburban Airport, IDOT District 1, 2 and 4, Ameritech, Midway Airport, Argonne National Laboratory, Abbott Laboratories, Illinois Tollway, MWRD, ITY of Chicago, and City of Milwaukee.

ROOSEVELT ROAD STREETScape IMPROVEMENT / Oak Park, Illinois / Surveying Project Manager / TERRA had been the engineering member of the streetscape planning team which shaped the concept and focus of the project along the state highway bordering Oak Park, Berwyn, and Cicero. To expedite the schedule for the partially ITEP-funded project; TERRA prepared the Project Development Report while simultaneously preparing the design documents for the project. The project involved the replacement of 1.5 miles of curb; sidewalk and driveway reconstruction; storm sewer; variable HMA pavement milling and resurfacing; streetlight removal and replacement; temporary traffic signals; and construction of streetscape amenities such as ornamental lighting, planters and trees.

RIDGELAND COMMON / Oak Park, Illinois / Survey Manager / TERRA worked with the Park District of Oak Park on the major renovation of Ridgeland Common. The renovation includes complete building reconstruction with expansion of the ice rink to official size, an artificial turf field with new lighting and fencing, a new children's water feature, and a new pool deck, among numerous other improvements.

OAK PARK STREETS & ALLEYS / Oak Park, Illinois / Surveying Project Manager / Provide survey, design, construction documents, and construction inspection for this annual project. The project involves providing pavement and drainage in alleys. Existing alleys do not have any drainage, and this project alleviates numerous flooding problems and ensures a long-lasting pavement life. Coordination with adjacent property owners is integral to the design and construction success of each project. TERRA implements "green alley" designing where applicable.

LAKE & FOREST FOUNDATION / Oak Park, Illinois / Survey Manager / Lake and Forest is a 20-story apartment complex in Oak Park. TERRA provided the initial boundary survey for the property, and a foundation location survey once the foundation was completed.

CHENEY MANSION / Oak Park, Illinois / Surveying Project Manager / The survey for this 1.7-acre property was done in Village of Oak Park datum. All improvements within the property and adjacent rights-of-way were plotted, including buildings, fences, parking lots, lights, signs, utilities and numerous other improvements. Landscape areas and shrubs are shown, including tree size and type. The buildings were all dimensioned and finished floor elevations are shown at all doors. Spot elevations were provided and all utilities were shown.

LINDBURG & SCOVILLE PARKS / Oak Park, Illinois / Surveying Project Manager / Performed boundary and topographic surveys of Lindberg Park. The survey included property lines, buildings, walks, fences, trees, shrubs, and all improvements, elevations referenced to Village of Oak Park datum.

VOLVO OF OAK PARK / Oak Park, Illinois / Survey Manager / TERRA provided a volume calculation for the Volvo of Oak Park building for use in an appraisal.

*Experience prior to joining TERRA Engineering, Ltd.

Eyad Elqaq, Ph.D., P.E.

PRESIDENT, PRINCIPAL ENGINEER

Project Experience

Google – Chicago, Illinois: Electrical project engineer for 62,000 square foot high-tech office build-out, including server room.

Microsoft – Bloomington, Illinois; Southfield, Michigan: Electrical project engineer for 20,000 SF office renovation.

Navigant – Chicago, Illinois: Principal engineer for new headquarter offices.

Energy City Qatar Headquarter – Doha, Qatar: Project Manager and Electrical Project Engineer for three building GOLD LEED complex. The 860,000 SF complex had a massive computer room with over 1000 server racks backed up by (20) generators. The design provided a 99.9% uptime.

Warsaw Financial Center – Warsaw, Poland: Provided electrical base building services for a 35-story, 780,000 square foot office building.

1 & 10 Ludgate Place – London, England: Electrical design engineer for 12-story and 10-story base building and tenant.

United Airlines – Chicago O'Hare Airport, Illinois: Electrical project engineer for Terminal 2 building expansion, electrical network center, apron level renovation, Terminal 1 Lufthansa office and easy check-in stations.

Aetna Insurance Company – Several locations: Electrical project engineer and project manager for tenant improvements for over 1,000,000 square foot, including electrical design telecom rooms.

Mickey Toontown in Disneyland – Los Angeles, California: Electrical design engineer for an entertainment facility.

Mount Vernon Senior Housing – Chicago, Illinois: Project Manager & Electrical Project Engineer for new 6 story senior housing.

Kroger – Memphis, Tennessee: Electrical project engineer for a new 500,000 square foot distribution center for dry grocery and perishable products.

Education

University of Illinois at Chicago, Ph.D., Electrical Engineering, 2005

University of Illinois at Chicago, MS, Electrical Engineering, 1990

University of Kuwait, BS, Electrical Engineering, 1988

Registrations

Professional Engineer, States of Illinois, Michigan, Wisconsin, Iowa, Pennsylvania, California, Arizona, Maryland, Massachusetts

NCEES

Registered Professional Engineer in the Country of Qatar

Ehab Elqaq, P.E., LEED AP BD+C

VICE PRESIDENT

Project Experience

Hyatt Hotels, Several locations: Project manager for MEP/FP design for several Hyatt Hotels in Michigan, Ohio, Illinois, North Carolina, New Hampshire.

U.S. Cellular, Nationwide: Project manager for MEP/FP design for over 200 retail stores.

180 & 200 North Jefferson Condo Building, Chicago, Illinois: Electrical project engineer for 26 & 28 stories buildings.

McDonald's, Oakbrook, Illinois: Tenant improvement for 120,000 sf four floors of an office building. The lighting design for the McDonald's building included state of the art computerized control system.

Cotter and Company, Chicago, Illinois: Tenant improvement of seven floors 210,000 sf in two office building for Cotter and Company new headquarters in Chicago. The office included 4,000 square foot computer room, UPS system and Generator system.

Amberly Woods Condo buildings, Lake Forest, Illinois: Project Manager and Electrical project engineer for two 140,000 SF buildings with underground parking.

Deneen Elementary School, Chicago, Illinois: Project Manager and Electrical Lead Engineer for 100,000 sf renovation and addition.

Marriott, Rosemont, Illinois: Electrical project engineer for 27,000 square foot office build-out.

Albertson's, North Salt Lake, Utah; Gresham, Portland; Boise, Utah: Electrical engineer for design of an over 500,000 square foot distribution centers. The Albertson's projects included cold storage areas, freezers, fuel island and vehicle maintenance facilities.

Anchor Foods, Pecos, Texas: Responsible for surveying and upgrading the electrical systems of a 200,000 square foot production facility. Also expanding the facility to include new processing lines.

Midway Airport, Chicago, Illinois: Design the roadway lighting for the new renovated Midway Airport.

Education

BS, Electrical Engineering, University of Illinois at Chicago, 1993

Master in Business Administration, Keller School of Management, 2002

Master in Project Management, Keller School of Management, 2006

Registrations

Professional Engineer: Illinois, Nebraska, Missouri, NCEES

Registered Professional Engineer in Qatar, North Carolina, New Hampshire, West Virginia, Tennessee, Oklahoma, Ohio

Societies

Institute of Electrical and Electronic Engineers
Consulting Electrical Engineers

3/ RELEVANT EXPERIENCE



Harlem Avenue Medians / Tinley Park

In our 29 years in business, we have worked extensively with municipalities providing design, planning, and construction services for streetscapes, plazas, parks, and downtown districts throughout Chicagoland and the State of Illinois.

We have extensive experience leading visioning exercises, stakeholder input exercises, inter-agency coordination, and consensus building with diverse clients, including the Chicago Department of Transportation, Village of Tinley Park, City of Champaign, City of Urbana, City of Chicago, IDOT, IL Environmental Protection Agency, IL Department of Natural Resources, US Army Corps of Engineers, and many others.

Award winning streetscapes designed by *site* have successfully redefined the shape and character of individual communities. The Argyle Shared Street and Six Corners at Milwaukee streetscapes have raised the bar for urban design and are now major regional destinations. These places continue to have a positive physical, social and economic impact on the surrounding neighborhoods. Other notable projects include the Oak Park Station (The Emerson) Streetscape and Oak Park Avenue redevelopment through the Village of Tinley Park.

We have worked extensively on small-scale placemaking and traffic calming interventions in recent years, notably including the Argyle Shared Street and Lakeview Lincoln Hub. Project examples that highlight key elements of placemaking, streetscapes, and traffic calming improvements can be found in the following pages.



The success of the project is exemplified by the unwavering support of the neighborhood and the dedication of the Chicago Department of Transportation in continuing their Streetscape and Sustainable Design Program.

Client/Owner

City of Chicago, Chicago Department of Transportation / CTE | AECOM

Description

The Six Corners Intersection at Milwaukee Avenue and Irving Park is one of Chicago’s historic neighborhood retail areas. As a section of an overall Milwaukee Avenue Masterplan, the challenge of developing a design consistent with the planning principles of the overall streetscape while considering a unique identity for this section proved to be a complex task. Working with an involved community, the Alderman, and community stakeholders, the design evolved into a striking and rich identity for this historic district. As a section of an overall Milwaukee Avenue Masterplan, the design included basic streetscape elements and customized planters with lush landscape, kiosks, and laser cut gateways.



Completion

2011

Budget

\$20,000,000

Contact

Stanley Wang, Project Manager, AECOM
(312) 373-6714 / stan.wang@aecom.com





Sensors have been installed in the Argyle Shared Street's infiltration planters as part of the City Digital Pilot Project to monitor green infrastructure performance.

Client/Owner

Burns and McDonnell / Chicago Department of Transportation

Description

As a subconsultant to Burns and McDonnell, *site design group, ltd.* (*site*) provided landscape architecture and urban design services for the streetscape design of Argyle Street between North Broadway and North Sheridan Road in the Uptown community. Argyle is Chicago's first street designed based on 'shared street' design guidelines, creating a plaza-like feel by raising the street and eliminating curbs. The innovative design creates flexibility in its use and prioritizes pedestrians and bicyclists. The design of the streetscape features permeable unit pavers, infiltration planters, large pedestrian areas that allow for sidewalk cafes, planters, and community identifiers.



Completion

2016

Budget

\$4,000,000

Contact

Lubka Benak, Project Director, Chicago Department of Transportation, Livable Streets Program
(312) 742-2837 / Lubka.Benak@cityofchicago.org





The guidelines are integrated with the City of Chicago's Complete Streets Chicago Design Guidelines – published in 2013 – and together, these documents comprise a progressive vision for implementing sustainable infrastructure for all of Chicago. The SUIG document works to create a comprehensive process, from project selection through maintenance and commissioning, which incorporates a wide range of physical, socio/economic, and environmental data analysis.

Client/Owner

Chicago Department of Transportation / Parsons Brinckerhoff

Description

As a subconsultant to Parsons Brinckerhoff, *site design group, ltd. (site)* recently worked with the Chicago Department of Transportation in the creation of the Sustainable Urban Infrastructure Policies and Guidelines (SUIG). The document provides a guide for successful and sustainable street and transportation improvements for pedestrians, bicyclists, transit users, and cars. The document responds to the challenges of global climate change and suggests design, construction, and maintenance guidelines for the creation of a safe, livable, and sustainable City through sustainable design, Best Management Practices (BMPs), and multi-modal planning. In order to further explore this topic, SUIG has led to a follow up document – the Chicago Placemaking Guidelines, which are currently underway.

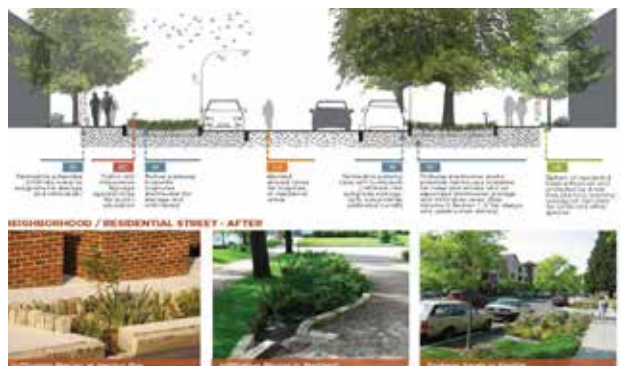


Completion

2015

Contact

Lubka Benak, Project Director, Chicago Department of Transportation, Livable Streets Program
(312) 742-2837 / Lubica.Benak@cityofchicago.org





The Lakeview Lincoln Hub project was awarded a Charter for New Urbanism (CNU) Illinois Charter Award in 2015.

Client/Owner

Lakeview Chamber of Commerce

Description

Building off the work of the Lakeview Area Master Plan, *site design group, ltd. (site)* led the placemaking plan for pedestrian improvements to Lincoln Avenue between Diversey and Belmont. The improvements focused on responding to the community’s priorities for redevelopment and worked toward solving the primary issues of outdated street furnishings, large vacant parkway sidewalks, and inconsistent pavement treatments. Design elements included custom seating, planting, and specialty paving treatments to accommodate flexible programs within the public right-of-way. The multiphased project began with a pilot project coordinated with CDOT to reclaim a six-way intersection for pedestrian use under the guidance of the “Make Way for People” initiative.

Completion

2015

Budget

\$175,000

Contact

Lee Crandell, Executive Director,
Lakeview Chamber of Commerce
(773) 472-7171 x1005 / lcrandell@lakeviewchamber.com





The goal of the 61st Street visioning project was to create a stronger connection between the community and the University, and develop a creative program that is not capital-intensive.

Client/Owner

The University of Chicago

Description

Working with the University of Chicago, *site* led a visioning process for the 61st Street corridor from Cottage Grove Avenue to Dorchester Avenue. Beginning with a design charrette, the design process prioritized pedestrian improvements, enhanced safety and security, and community identity. The process revealed opportunities for design interventions along the north-south streets to aid in breaking down physical and perceived barriers, and creating a connection between the University of Chicago and neighboring communities. Key design elements included activity nodes, improved streetscape elements, such as lighting and street trees, public art, and community identity, such as custom crosswalk painting and bicycle racks.

Completion

Ongoing

Contact

Alicia Berg, Assistant Vice President Campus Planning + Sustainability, University of Chicago
[773] 834-4798 / aliciaberg@uchicago.edu



MARION STREET STREETScape

Oak Park, Illinois



TERRA performed preliminary and final design as well as construction administration services for the complete streetscape overhaul of several blocks of South Marion Street in Oak Park. Preliminary and final design work consisted of plan preparation including survey, utility coordination, sewer / water main improvement plans, pavement / sub-base designs, electrical plans, and summaries of quantities. These tasks required extensive coordination with all utilities, CTA, Pace Bus, Union Pacific Railway, Metra and the Village of Oak Park. Special coordination was conducted with material suppliers to create project specific details for the installation of granite curb and gutters, granite crosswalks, clay-baked pavers in the streets and bluestone sidewalks. Work also required permitting and coordination with regulatory agencies including the Illinois Environmental Protection Agency (IEPA), Illinois Historic Preservation Agency (IHPA), and the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC).

Construction administration consisted of plan review, coordination with residents and businesses, construction observation, construction documentation, design and implementation of all field design changes and completing the project close-out punch list. TERRA supplied a full-time resident engineer for the project.

The project was completed on time with an aggressive schedule, with preliminary design beginning in January 2011, groundbreaking in early June 2011 and the project ribbon cutting was held in early December 2011.

CLIENTS / CONTACTS

Village of Oak Park
 Bill McKenna, Village Engineer
 201 South Boulevard
 Oak Park, IL 60302
 708.358.5700
 mckenna@oak-park.us

Pleasant District
 Mary Jo Schuler, President
 105 S. Marion Street
 Oak Park, IL 60302
 708.725.7022 / mj@mjshu.com

The George Sollitt Construction Co.
 Mike Thomassen, Project Manager
 790 N. Central Avenue
 Wood Dale, IL 60191
 630.860.7333 / mthomassen@sollitt.com

BUDGET
 \$5.5M

DATES
 January 2011 - December 2011

SERVICES
 Transportation Engineering
 Traffic Engineering/Studies
 Construction Engineering
 Surveying
 Public Involvement



MAIN AND UNIVERSITY INTERSECTION IMPROVEMENTS

Peoria, Illinois



TERRA worked with the City of Peoria and Bradley University on an aggressive design-build project to complete the redesign and reconstruction of the Main and University intersection, along with regional pedestrian improvements and vehicular traffic calming measures. The project included replacement of existing infrastructure, streetscape enhancements, pedestrian upgrades and new traffic signals. TERRA assisted the city throughout the public involvement process and developed a comprehensive plan for the intersection and regional improvements that considered public input.

TERRA provided site civil engineering, landscape architecture, and construction engineering services on this fast-track project which allowed six months for design and construction. The City of Peoria was intent on managing total project costs while providing a high-quality product. The intersection reconstruction work included a “road diet” reducing the intersection from six lanes to three, and creating curb bump outs with landscaped rain garden planters and decorative seat walls to improve the streetscape experience. The intersection was raised to create a “tabletop,” placing the focus on pedestrians and calming traffic speeds. Signal improvements included new traffic signals which incorporate an all-pedestrian phase, allowing diagonal crossings. Regional improvements include new midblock crosswalks with in-roadway lighting and pedestrian activated beacons around the Bradley University campus, along with neighborhood vehicular traffic calming measures to minimize traffic impact due to reduced intersection capacity.

CLIENT
City of Peoria

CONTACT
Scott Reeise, PE
Project Manager, City of Peoria
419 Fulton Street, Suite 307
Peoria, Illinois 61602
309.494.8800
sreeise@peoriagov.org

BUDGET
\$2.5M

DATES
2013 - 2014

SERVICES
Landscape Architecture
Traffic Engineering / Studies
Transportation Engineering
Surveying

AWARDS
ASCE Central IL Project of the Year
ACEC IL Engineering Excellence Award
APWA Project of the Year



Preparation of a Phase I Project Development Report for the improvement of Prospect Avenue in downtown Clarendon Hills. The study also included Burlington Avenue, Golf Avenue, Railroad Avenue, and Eastern Avenue within the immediate vicinity of Prospect Avenue as well. Prospect Avenue is immediately adjacent to the Metra train station and crosses the Burlington Northern/Santa Fe Railroad between Burlington Avenue and Railroad Avenue. Coordination for the improvement with the Railroad and the Illinois Commerce Commission was part of the project. The project also included performing a traffic and parking study within the project limits. As a result of the traffic and parking analysis, changes to the street layout and parking facilities were recommended and incorporated into the Project Development Report. One of the changes recommended was the realignment of the Golf Road at its intersection with Burlington Avenue. Phase I Design Approval for the project was received from IDOT.

TERRA also assisted in applying for a receiving a grant from the RTA under the Access to Transit Program.

CLIENT
Public Building Commission of Chicago

CONTACT
John Pietrzyk, LEED AP
Public Building Commission of Chicago
50 W. Washington, Room 200
Chicago, IL 60602
312.774.8353

BUDGET
\$8M

DATES
2014 -2019

SERVICES
Landscape Architecture
Traffic Engineering/Studies
Transportation Engineering



UNIVERSITY OF CHICAGO - 58TH STREET WEST STREETScape IMPROVEMENTS

Chicago, Illinois



The 58th Street Pedestrian Streetscape was designed to benefit the University of Chicago both from a pedestrian traffic standpoint as well as to provide a prominent connection from the medical campus to the main quad, east of Ellis Avenue. The university vacated 58th Street between Drexel Avenue and Ellis Avenue and provide a 20-foot pedestrian path and communal gathering space. TERRA provided pavement design, grading and drainage and utility coordination for the project.

In conjunction with the 58th Street Streetscape, TERRA provided site / civil engineering analysis and scope design for the demolition of nearby Ingleside Hall. The existing building's basement was broken in place and designed to accommodate the streetscape's 100-year detention requirement, as mandated by the City of Chicago Department of Water Management.

Utility infrastructure within the right of way was examined based upon condition, and recommendations were made to vacate or grant easements to the respective utility companies. Utility improvements were proposed as needed to align the infrastructure life cycle with the new streetscape project. TERRA assisted in coordinating this effort through the City of Chicago Office of Underground.

CLIENT
University of Chicago
Site Design Group

CONTACT
Brad McCauley
Site Design Group
888 South Michigan Avenue, #1000
Chicago, IL 60605
312.427.7240 x108
bcmccauley@site-design.com

BUDGET
\$3.5M

DATES
2012 - 2014

SERVICES
Site Development
Structural Engineering
Surveying

4/ APPROACH AND SCOPE OF WORK



Indiana Avenue Streetscape / Chicago

At site, we have proven leadership in project management, effectively coordinating multidisciplinary teams, and navigating complex projects. Our ability to facilitate productive communication between the client and the design team ensures successful projects from the initial kickoff to construction.

As professional landscape architects, urban designers, arborists, planners, construction administrators, and architects, our strength in producing successful projects stems from our effective communication, responsiveness, and dissemination of information.

We successfully manage projects using a collaborative approach under the clear direction of a single project manager. The project manager is the primary client contact and oversees both *site* internal staff and our subconsultants for scheduling, budgeting, design, production, cost estimation, and review. The project manager is supported by a Managing Principal and Design Principal throughout the project. The Managing Principal handles all contract administration and negotiations and oversees the project, staff, and subconsultant team. The Design Principal sets the overall design direction for the project.

Collaboration with the Village of Oak Park will continue throughout the design process. At each phase, the project team will solicit feedback and project buy-in from the Village to ensure the project works within the project delivery constraints, in regards to time, budget, and program. The input gathered will also influence all aspects of the Forest and Ontario Traffic Calming project ranging from safety improvements to plantings, paving, furnishings, and beyond.

The following pages outline a detailed work plan for this project.



Proposal for Professional Landscape Architecture & Engineering Services for Design & Construction Inspection (Phases I - III) for the **FOREST & ONTARIO TRAFFIC CALMING & LANDSCAPING PROJECT** for the Village of Oak Park
Project No. 8628
July 8, 2019

PROJECT UNDERSTANDING

The Village of Oak Park (Client/ Village) is seeking professional Landscape Architecture & Engineering Services for Phase I through Phase III design for the Oak Park Forest & Ontario Traffic Calming & Landscaping Project. Design shall consider traffic calming, pedestrian safety, improved landscaping, and modified lighting. Objectives are to create a more residential and historic character to the area. In response, *site design group, ltd. (site)* proposes to provide the following services:

1.00 PHASE I - DESIGN

- 1.01. Kick-Off Meeting & Scoping: *site* shall participate in a Kick-Off Meeting with Village Staff to review the proposed program and evaluate it in respect to the proposed scope, budget and schedule to make recommendations. *site* anticipates two (2) initial meetings to review scope and design concepts.
- 1.02. Data Collection & Site Analysis: *site* shall visit the site and review the site and existing conditions, relevant planning documents, development proposals, data and documents, and local governing statutes and ordinances related to landscaping and landscape design. *site* shall provide a topographic land survey to complete the missing areas (approximately 440 foot gap) in the survey to be provided by Village.
- 1.03. Forestry Coordination: *site* shall have its certified arborist evaluate existing trees within the project area and evaluate the impact on the trees by the proposed water and sewer work. *site* shall determine which trees may be removed, need to be saved, and locations for proposed trees.
- 1.04. Concept Design: *site* shall develop a conceptual design that considers: enhanced crosswalks; signage to discourage truck traffic; replacing deteriorated concrete pavers; new brick and limestone pillars; historic light fixtures; lighting photometrics; new medians; new landscape plantings and trees; retaining walls; and incorporation of public art.
- 1.05. Renderings: *site* shall provide renderings for the selected design illustrating proposed materials including plan and perspective views. *site* anticipates providing up to two (2) perspective renderings.
- 1.06. Summary of Quantities (SOQ): *site* shall prepare a Summary of Quantities for landscape related elements and/or systems contained within this scope based on experience and qualifications representing professional's best judgment. Consultant cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from Consultant's opinions or estimates of probable construction cost

- 1.07. Team Coordination Meetings: The design shall be submitted for review and comments. *site* anticipates up to four (4) team coordination meetings during this phase.
- 1.08. Steering Group Meetings: *site* shall participate in up to four (4) Steering Group meetings during this phase..
- 1.09. Historic Preservation Commission Meeting: *site* shall meet with the Historic Preservation Commission to gather input about the site.
- 1.10. Village Board Meeting: *site* shall participate one (1) Village Board Meeting to present the project.

2.00 PHASE II - CONSTRUCTION DOCUMENTS

- 2.01. Construction Drawings: *site* shall refine the design drawings with notations, dimensions and detailing suitable for bidding, procurement, construction, and installation. Hardscape drawings shall show paving layouts and installation details. Landscape Planting Drawings shall show planting bed and tree locations. Plant schedule shall show quantities, species and sizes of plant material. Irrigation drawings, if required, shall show planting zones to coordinate with a design build specification. Site furnishing drawings shall show layouts and installation details. All engineering shall be by others. The construction documents shall be submitted for review and comments at 30%, 60%, 90% and 100%.
- 2.02. Technical Specifications: *site* shall finalize technical specifications for all new construction work for this project designed in this scope of work. Technical sections shall be provided for inclusion into a complete Project Manual by others.
- 2.03. Summary of Quantities (SOQ) Revisions: *site* shall revise the previously prepared Summary of Quantities for landscape related elements and/or systems contained within this scope based on experience and qualifications representing professional's best judgment. Consultant cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from Consultant's opinions or estimates of probable construction cost.
- 2.04. Team Coordination Meetings: The design shall be submitted for review and comments. *site* anticipates up to four (4) team coordination meetings during this phase.
- 2.05. Village Review Meetings: *site* anticipates up to four (4) review meetings during this phase.
- 2.06. Permit Review & Revisions: *site* shall be available for permit review meeting with the Authorities Having Jurisdiction and shall make permit required revisions.

3.00 PHASE III - CONSTRUCTION ADMINISTRATION

- 3.01. Questions & Clarifications: *site* shall be available to answer questions from bidders regarding the landscape design during the bidding process. Addenda shall be prepared to clarify or modify the construction documents. Addenda

prepared for changes to the approved design intent shall be considered additional services.

- 3.02. Bid Review: *site* shall assist in reviewing and making recommendations on construction bids regarding landscape architecture elements designed for this project.
- 3.03. Preconstruction Meeting: *site* shall participate in a preconstruction meeting at the project site.
- 3.04. Site Visits: During construction, *site* shall make site visits to review completion of the work in accordance with the foregoing plans and specifications prepared by *site*. *site* shall prepare brief field reports of each visit. *site* anticipates sixty (60) site visits on a full-time daily basis during construction.
- 3.05. Submittal Review: *site* shall be available to review relevant submittals made by the Contractor for the items required by the Project Manual. *site* shall respond to contractor Requests For Information (RFI's) regarding the construction documents and the design intent.
- 3.06. Plant and Tree Tagging: *site* shall provide for one day trip to nursery suppliers, within 100 mile distance of downtown Chicago, to review and tag plants, shrubs, and/or trees for this project.
- 3.07. Punch List: *site* shall visit the site at Substantial Completion and prepare a Punch List for final acceptance of work still requiring completion. *site* shall visit the site for a review of completed punch list items.
- 3.08. Closeout Documents: *site* shall review closeout documents provided by General Contractor per the contract requirements. Documents should include as-built drawings, product data, operating and maintenance documentation, and completed warranty documents.

REVISED SCOPE AND FEE PROPOSAL



Peoria Street Bridge / Chicago

VILLAGE OF OAK PARK

REQUEST FOR PROPOSALS FOR DESIGN AND CONSTRUCTION INSPECTION FOR THE FOREST AND ONTARIO TRAFFIC CALMING AND LANDSCAPING PROJECT

Submitted by: *site design group, ltd.*

July 22, 2019

Proposal for Professional Landscape Architecture & Engineering Services for
Design & Construction Inspection (Phases I - III) for the
FOREST & ONTARIO TRAFFIC CALMING & LANDSCAPING PROJECT
for the Village of Oak Park
Project No. 8628
July 18, 2019



PROJECT UNDERSTANDING

The Village of Oak Park (Client/ Village) is seeking professional Landscape Architecture & Engineering Services for Phase I through Phase III design for the Oak Park Forest & Ontario Traffic Calming & Landscaping Project. Design shall consider traffic calming, pedestrian safety, improved landscaping, and modified lighting. Objectives are to create a more residential and historic character to the area. In response, *site design group, ltd. (site)* proposes to provide the following services:

1.00 PHASE I - DESIGN

- 1.01. Kick-Off Meeting & Scoping: *site* shall participate in a Kick-Off Meeting with Village Staff to review the proposed program and evaluate it in respect to the proposed scope, budget and schedule to make recommendations. *site* anticipates one (1) initial meeting to review scope and design concepts.
- 1.02. Data Collection & Site Analysis: *site* shall visit the site and review the site and existing conditions, relevant planning documents, development proposals, data and documents, and local governing statutes and ordinances related to landscaping and landscape design. *site* shall provide a topographic land survey to complete the missing areas (approximately 440 foot gap) in the survey to be provided by Village.
- 1.03. Forestry Coordination: *site* shall have its certified arborist evaluate existing trees within the project area and evaluate the impact on the trees by the proposed water and sewer work. *site* shall determine which trees may be removed, need to be saved, and locations for proposed trees.
- 1.04. Concept Design: *site* shall develop a conceptual design that considers: enhanced crosswalks; signage to discourage truck traffic; replacing deteriorated concrete pavers; new brick and limestone pillars; historic light fixtures; lighting photometrics; new medians; new landscape plantings and trees; retaining walls; and incorporation of public art.
- 1.05. Renderings: *site* shall provide renderings for the selected design illustrating proposed materials including plan and perspective views. *site* anticipates providing up to two (2) perspective renderings.
- 1.06. Summary of Quantities (SOQ): *site* shall prepare a Summary of Quantities for landscape related elements and/or systems contained within this scope based on experience and qualifications representing professional's best judgment. Consultant cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from Consultant's opinions or estimates of probable construction cost

- 1.07. Team Coordination Meetings: The design shall be submitted for review and comments. *site* anticipates one (1) team coordination meeting during this phase.
- 1.08. Steering Group Meetings: *site* shall participate in one (1) Steering Group meeting during this phase.
- 1.09. Historic Preservation Commission Meeting: *site* shall meet with the Historic Preservation Commission to gather input about the site. *site* anticipates one (1) meeting during this phase.
- 1.10. Village Board Meeting: *site* shall participate one (1) Village Board Meeting to present the project during this phase.

2.00 PHASE II - CONSTRUCTION DOCUMENTS

- 2.01. Construction Drawings: *site* shall refine the design drawings with notations, dimensions and detailing suitable for bidding, procurement, construction, and installation. Hardscape drawings shall show paving layouts and installation details. Landscape Planting Drawings shall show planting bed and tree locations. Plant schedule shall show quantities, species and sizes of plant material. Irrigation drawings, if required, shall show planting zones to coordinate with a design build specification. Site furnishing drawings shall show layouts and installation details. All engineering shall be by others. The construction documents shall be submitted for review and comments at 30%, 60%, 90% and 100%.
- 2.02. Technical Specifications: *site* shall finalize technical specifications for all new construction work for this project designed in this scope of work. Technical sections shall be provided for inclusion into a complete Project Manual by others.
- 2.03. Summary of Quantities (SOQ) Revisions: *site* shall revise the previously prepared Summary of Quantities for landscape related elements and/or systems contained within this scope based on experience and qualifications representing professional's best judgment. Consultant cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from Consultant's opinions or estimates of probable construction cost.
- 2.04. Team Coordination Meetings: The design shall be submitted for review and comments. *site* anticipates one (1) team coordination meeting during this phase.
- 2.05. Steering Group Meetings: Omitted.
- 2.06. Village Board Meetings: Omitted.
- 2.07. Permit Review & Revisions: *site* shall be available for permit review meeting with the Authorities Having Jurisdiction and shall make permit required revisions.

3.00 PHASE III - CONSTRUCTION ADMINISTRATION

- 3.01. Questions & Clarifications: *site* shall be available to answer questions from bidders regarding the landscape design during the bidding process. Addenda shall be prepared to clarify or modify the construction documents. Addenda prepared for changes to the approved design intent shall be considered additional services.

- 3.02. Bid Review: *site* shall assist in reviewing and making recommendations on construction bids regarding landscape architecture elements designed for this project.
- 3.03. Preconstruction Meeting: *site* shall participate in a preconstruction meeting at the project site.
- 3.04. Site Visits: During construction, *site* shall make site visits to review completion of the work in accordance with the foregoing plans and specifications prepared by *site*. *site* shall prepare brief field reports of each visit. *site* anticipates sixty (60) site visits on a full-time daily basis during construction.
- 3.05. Submittal Review: *site* shall be available to review relevant submittals made by the Contractor for the items required by the Project Manual. *site* shall respond to contractor Requests For Information (RFI's) regarding the construction documents and the design intent.
- 3.06. Plant and Tree Tagging: *site* shall provide for one day trip to nursery suppliers, within 100 mile distance of downtown Chicago, to review and tag plants, shrubs, and/or trees for this project.
- 3.07. Punch List: *site* shall visit the site at Substantial Completion and prepare a Punch List for final acceptance of work still requiring completion. *site* shall visit the site for a review of completed punch list items.
- 3.08. Closeout Documents: *site* shall review closeout documents provided by General Contractor per the contract requirements. Documents should include as-built drawings, product data, operating and maintenance documentation, and completed warranty documents.

PROPOSED FEES

Phase 1 Design & 2 Construction Documents: *site* shall provide Professional Design Services for Phase 1 and 2 for the referenced project as outlined above and per the attached Detailed Fee Proposal for a Stipulated Fee of **Fifty Six Thousand Seven Hundred Thirty Five Dollars and Thirty Four Cents (\$56,735.34)** including estimated reimbursable expenses.

OPTION ADDITIONAL SERVICE

Phase 3 Construction Administration: *site* shall provide Professional Design Services for Phase 1 and 2 for the referenced project as outlined above and per the attached Detailed Fee Proposal for a Stipulated Fee of **Sixty Nine Thousand Five Hundred Ninety Three Dollars and Seventy Five Cents (\$69,593.75)** including estimated reimbursable expenses.

Submitted by:
SITE DESIGN GROUP, LTD.

Robert K. Sit, Principal

July 18, 2019
Date

Accepted by:
VILLAGE OF OAK PARK

Authorized Signature

Date

Printed Name

Title

ATTACHMENT II: COST PROPOSAL METHODS - PHASE 1 & 2

- Lump Sum
 Time & Material; or
 Cost Plus Fixed Fee

A. Labor costs

1) Direct Labor - site design group, ltd. (MBE)

<u>Staff Classifications</u>	<u>Hours</u> (a)	<u>Hourly Rate</u> (b)	<u>Totals</u> (a) * (b)
i) Principal in Charge	6	\$62.50	\$375.00
ii) Project Manager	98	\$41.91	\$4,107.18
iii) Project Designer	108	\$32.51	\$3,511.08
iv) Draftsperson	120	\$26.80	\$3,216.00
v) Technical Aide	4	\$28.17	\$112.68
Subtotal	<u>336</u>		<u>\$11,321.94</u>

2) Labor Multiplier x Direct Labor

150.00% \$16,982.91

Subtotal Labor Cost for T.O. No. 1

\$28,304.85

B. Fixed Fee/Negotiated Fee or Percentage of Item A above

10.00% \$2,830.49

C. Reimbursable Expenses

- | | |
|------------------------|----------|
| 1) Reprographics | \$500.00 |
| 2) Shipping & Delivery | \$100.00 |
| 3) | |
| 4) | |

Subtotal

\$600.00

D. Subcontractors Cost (Without any Markup)

- | | |
|--|-------------|
| 1) Terra Engineering - Civil Engineers | \$20,000.00 |
| 2) Advance Consulting Group - Electrical Engineers | \$5,000.00 |
| 3) | |

Subtotal

\$25,000.00

TASK ORDER TOTAL PROJECT COST (A+B+C+D) =

\$56,735.34

NOTES:

- Task Orders: Consultant will be compensated for its Task Order Services on direct labor times labor multiplier plus limited reimbursables and fixed Fee basis.
- The Fixed Fee will be negotiated together with the terms and conditions of each Task Order.

ATTACHMENT II: COST PROPOSAL METHODS - PHASE 3

- Lump Sum
 Time & Material; or
 Cost Plus Fixed Fee

A. Labor costs

1) Direct Labor - site design group, ltd. (MBE)

<u>Staff Classifications</u>	<u>Hours</u> (a)	<u>Hourly Rate</u> (b)	<u>Totals</u> (a) * (b)
i) Principal in Charge	6	\$62.50	\$375.00
ii) Project Manager	550	\$41.91	\$23,050.50
iii) Project Designer	8	\$32.51	\$260.08
iv) Draftsperson	32	\$26.80	\$857.60
v) Technical Aide	0	\$28.17	\$0.00
Subtotal	596		\$24,543.18

2) Labor Multiplier x Direct Labor

150.00% \$36,814.77

Subtotal Labor Cost for T.O. No. 1

\$61,357.95

B. Fixed Fee/Negotiated Fee or Percentage of Item A above

10.00% \$6,135.80

C. Reimbursable Expenses

- 1) Reprographics
 2) Shipping & Delivery
 3)
 4)

\$100.00

Subtotal

\$100.00

D. Subcontractors Cost (Without any Markup)

- 1) Terra Engineering - Civil Engineers
 2) Advance Consulting Group - Electrical Engineers
 3)

\$1,000.00

\$1,000.00

Subtotal

\$2,000.00

TASK ORDER TOTAL PROJECT COST (A+B+C+D) =

\$69,593.75

NOTES:

1. Task Orders: Consultant will be compensated for its Task Order Services on direct labor times labor multiplier plus limited reimbursables and fixed Fee basis.
2. The Fixed Fee will be negotiated together with the terms and conditions of each Task Order.

Proposal for Professional Landscape Architecture & Engineering Services for
 Design & Construction Inspection (Phases I - III) for the
FOREST & ONTARIO TRAFFIC CALMING & LANDSCAPING PROJECT
 for the Village of Oak Park
 Project No. 8628
 July 18, 2019

Site Design Group, Ltd.	Qn	Principal in Charge		Project Manager/ Engineer		Project Designer		CAD Operator/ Draftsperson		Technical Aide		Subtotals	
		Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee
			\$62.50		\$41.91		\$32.51		\$26.80		\$28.17		
1.00 PHASE I - DESIGN													
1.01 Kick Off Meeting & Scoping	1	2	\$125	4	\$168	4	\$130		\$0		\$0	10	\$423
1.02 Data Collection & Site Analysis			\$0	8	\$335	8	\$260	8	\$214		\$0	24	\$810
1.03 Forestry Coordination			\$0	8	\$335		\$0		\$0		\$0	8	\$335
1.04 Concept Design		2	\$125	8	\$335	32	\$1,040	24	\$643	2	\$56	68	\$2,200
1.05 Renderings			\$0	2	\$84	32	\$1,040	8	\$214		\$0	42	\$1,339
1.06 Summary of Quantities			\$0	8	\$335		\$0	8	\$214		\$0	16	\$550
1.07 Team Coordination Meetings	1		\$0	2	\$84	2	\$65		\$0		\$0	4	\$149
1.08 Steering Group Meetings	2		\$0	8	\$335	8	\$260		\$0		\$0	16	\$595
1.09 Historic Preservation Meeting	1		\$0	4	\$168	4	\$130		\$0		\$0	8	\$298
1.10 Village Board Meeting	1		\$0	4	\$168	4	\$130		\$0		\$0	8	\$298
Phase Subtotal		4	\$250	56	\$2,347	94	\$3,056	48	\$1,286	2	\$56	204	\$6,996
2.00 PHASE II - CONSTRUCTION DOCUMENTS													
2.01 Construction Drawings		2	\$125	8	\$335	8	\$260	40	\$1,072	2	\$56	60	\$1,849
2.02 Technical Specifications			\$0	8	\$335	2	\$65	8	\$214		\$0	18	\$615
2.03 Summary of Quantities Revision			\$0	8	\$335		\$0	8	\$214		\$0	16	\$550
2.04 Team Coordination Meetings	1		\$0	2	\$84	2	\$65		\$0		\$0	4	\$149
2.05 Steering Group Meetings	0		\$0	0	\$0	0	\$0		\$0		\$0	0	\$0
2.06 Village Board Meeting	0		\$0	0	\$0	0	\$0		\$0		\$0	0	\$0
2.07 Permit Review & Revisions			\$0	16	\$671	2	\$65	16	\$429		\$0	34	\$1,164
Phase Subtotal		2	\$125	42	\$1,760	14	\$455	72	\$1,930	2	\$56	132	\$4,326
TOTAL HOURS & FEES PHASE 1 & 2													
		6	\$375	98	\$4,107	108	\$3,511	120	\$3,216	4	\$113	336	\$11,322
3.00 PHASE III - CONSTRUCTION ADMINISTRATION													
3.01 Question & Clarifications			\$0	8	\$335		\$0	8	\$214		\$0	16	\$550
3.02 Bid Review			\$0	2	\$84		\$0		\$0		\$0	2	\$84
3.03 Preconstruction Meeting			\$0	4	\$168		\$0		\$0		\$0	4	\$168
3.04 Site Visits	60	4	\$250	480	\$20,117	8	\$260		\$0		\$0	492	\$20,627
3.05 Submittal Review		2	\$125	16	\$671		\$0	24	\$643		\$0	42	\$1,439
3.06 Plant & Tree Tagging			\$0	8	\$335		\$0		\$0		\$0	8	\$335
3.07 Punchlist			\$0	16	\$671		\$0		\$0		\$0	16	\$671
3.08 Closeout Documents			\$0	16	\$671		\$0		\$0		\$0	16	\$671
Phase Subtotal		6	\$375	550	\$23,051	8	\$260	32	\$858	0	\$0	596	\$24,543
TOTAL HOURS & FEES 1, 2, 3													
		12	\$750	648	\$27,158	116	\$3,771	152	\$4,074	4	\$113	932	\$35,865



REQUEST FOR PROPOSALS (RFP)

Professional Landscape Architecture and Engineering Services

for Design and Construction Inspection

(Phases I - III) for the

Forest and Ontario Traffic Calming and Landscaping Project

Issued June 19, 2019

Due July 9, 2019

The Village of Oak Park (“the Village”) is requesting qualifications to identify consultants to assure that it is receiving the optimum level of services at a competitive price.

Responses shall be returned on or before July 9, 2019 at 10:00 AM to:

Village of Oak Park
Engineering Division of the Public Works Department
Attn: RFP for Professional Landscape Architecture and Engineering Services
for Design and Construction Inspection (Phases I - III) for the
Forest and Ontario Traffic Calming and Landscaping Project
201 South Blvd
Oak Park, IL 60302

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Section I. General Requirements

A. Introduction and Mandatory Terms

The Village requests the services of a qualified Consultant for the purpose of providing professional urban planning/landscape architecture and engineering services for design and construction inspection services (phases 1-3) for the Forest and Ontario Traffic Calming and Landscaping Project in Oak Park. The prime consultant can be either an urban planning/landscape design firm or a civil engineering firm.

The projects consist of a locally funded project to improve the residential character of the area by the Forest and Ontario intersection as describe in the Scope of Services Section.

Please fill out the appropriate form(s) for all sections being submitted for consideration.

Sub-consultants do not need to fill out respondent certification forms (attachments I-IV). If sub-consultants are M/W/DBEs they should fill out appropriate status and EEO forms.

The Village will receive responses Monday through Friday, 8:30 A.M. to 4:00 P.M. at the Office of the Village Engineer, Village of Oak Park, 201 South Blvd, Oak Park, Illinois, 60302. Each Consultant shall provide three (3) hard copies of their response in a sealed envelope titled "Professional Landscape Architecture and Engineering Services for Design and Construction Inspection (Phases I - III) for the Forest and Ontario Traffic Calming and Landscaping Project" and three (3) hard copies of their compensation schedule in a sealed envelope titled "Compensation Schedule for Professional Landscape Architecture and Engineering Services for Design and Construction Inspection (Phases I - III) for the Forest and Ontario Traffic Calming and Landscaping Project."

All questions must be submitted via email to mckenna@oak-park.us no later than July 1, 2019. Responses will be provided to the known list of RFP recipients. It is the responsibility of the consultant to notify the Village via email their intent of submitting a proposal so that they are on the plan-holder list to receive responses to questions and in case of addenda being issued.

Responses will be reviewed and evaluated, and all information regarding status will be kept confidential until a decision is made and a recommendation provided to the Village Board for approval.

Other inquiries regarding this RFP shall be directed to: Bill McKenna, Village Engineer, at mckenna@oak-park.us.

B. Presentation of Request for Qualifications

The Village reserves the right to select a short list of Consultants at its own discretion to present their qualifications, respond to questions, and supply supplemental information.

C. Consultant Notification

Consultants will be notified in writing of further questions and/or decisions.

D. Award of Agreement

An agreement or equivalent agreement may be executed once one or more respondents are found to be qualified, a selection of the most qualified is determined by the evaluation committee, and the Village Board approves of the award.

Any agreement with a selected Consultant or Consultants must be reviewed and approved by the Village Attorney, may be approved and authorized by the Village of Oak Park Board of Trustees, and executed by the Village Manager. The Consultants are advised that Village staff, other than the Village Manager, have no authority to sign agreements or modify existing agreements on behalf of the Village and that any such agreements are null and void.

E. Taxes Not Applicable

The Village as a municipality pays neither federal excise tax nor Illinois retailer's occupational tax.

F. Interpretation of the Request for Proposal Document

Any Consultant in doubt as to the true meaning of any part of this document may request an interpretation thereof from the Village or its representative. The person requesting the interpretation shall be responsible for its prompt delivery. At the request of the Consultant or in the event that Village management deems the interpretation to be substantive, the interpretation will be made by written addendum duly issued by the Village.

In the event that a written addendum is issued, either as a result of a request for interpretation or the result of a change in the requested RFP specifications initiated by the Village, a copy of such addendum will be provided to the known list of RFP recipients. The Village will not assume responsibility for receipt of such addendum. In all cases it will be the Consultants' responsibility to obtain all addenda issued.

G. Competency of Consultant

No submission will be accepted from, or agreement awarded to, any person, firm or corporation that is in arrears or is in default upon any debt or agreement. The Consultant, if requested, must present evidence of ability and possession of necessary facilities, and financial resources to comply with the terms of the scope of services.

H. Subletting of Contract

In order that the Village may be assured that only qualified and competent subcontractors and/or sub-consultants will be employed on the proposed project, each consultant shall submit with their proposal a list of subcontractors and/or sub-consultants who would be called upon to perform the work. The consultant shall have determined to their own satisfaction that a listed subcontractor and/or sub-consultant has been successfully engaged in this particular type of work for a reasonable length of time and is qualified both technically and financially to perform that pertinent phase of the work for which they are listed.

No contract awarded by the Village of Oak Park shall be assigned or any part subcontracted without the written consent of the Village of Oak Park. In no case shall such consent relieve the bidder selected from their obligations or change the terms of the contract.

I. Compliance with Applicable Laws

The Consultant will strictly comply with all Ordinances and codes of the Village of Oak Park and applicable federal and state law.

J. Term of Agreement

The initial agreement shall be on the earlier of July 22, 2019, or the last date signed by both parties, whichever is later, and shall continue until the completion of all work associated with the design and construction inspection (Phases I - III) for the Forest and Ontario Traffic Calming and Landscaping Project.

The Village retains the right to renew this initial agreement under the same terms and conditions upon mutual agreement with the Respondent. Renewals are to be done on a yearly basis for no more than two additional terms of approximately one year each. Price escalation will be allowed and subject to one (1) adjustment per period. The requested increase must be that of the general industry. In this event, written notification stating the requested increase and supporting document justification must be forwarded to the Village. The annual adjustment shall be based upon 100% of the percentage of change of the latest published Index (as defined below) as compared to the Index for the previous year. The Index shall be the United States Department of Labor, Bureau of Labor Statistics, Revised Consumer Price Index for all Urban Wage Earners for Chicago, Illinois - Gary, Indiana - Kenosha, Wisconsin (all items, 1982-84 = 100).

Notwithstanding anything contained herein to the contrary, the annual adjustment shall not be greater than five percent (5%) of the previous year's cost for services provided under this agreement in any year. If the Respondent fails to justify the requested increase, the Village reserves the right to reject the request and cancel the balance of the agreement.

If any price reductions are announced during the agreement period, the Village shall receive benefit of such reductions. This request shall also be in the form of a written notification and shall become effective thirty (30) days from the date the notice was received by the Village.

K. Payments

The Village shall pay the consultant on a monthly basis based on the services provided during the month. Payment to the consultant shall be made within 30 days of the receipt of an invoice for services as outlined in the proposal. A detailed summary of costs will be submitted to the Village for review and approval and include the work performed and corresponding hours, fees and out-of-pocket expenses. Total payments shall not exceed the amount submitted on the Proposal Form, unless prior approval is received from the Village. Invoices shall be mailed to the Village Engineer located at the Village of Oak Park, 201 South Boulevard, Oak Park, Illinois 60302. All invoices will be paid within 30 days of approval. Charges for late payments must be in accordance with the Local Government Prompt Payment Act, 50 ILCS 505/1, requiring a maximum interest penalty of 1% per month or portion thereof.

L. Termination of Contract

The Village reserves the right to terminate any multi-year agreement if the Village's Board of Trustees fails to appropriate funds for this purpose in any subsequent fiscal year. All funds for payments after December 31st of the current fiscal year are subject to appropriation by the Village for this purpose.

The Village further reserves the right to terminate the whole or any part of this agreement, upon written notice to the consultant, in the event of default by the consultant. Default is defined as failure of the consultant to perform any of the agreement or failure to make sufficient progress so as to endanger performance of this agreement in accordance with its terms. In the event of default and termination, the Village will procure upon such terms and in such manner as may be deemed appropriate services similar to those so terminated. The consultant shall be liable for excess costs for such similar services unless acceptable evidence is submitted that failure to perform the agreement was due to causes beyond the control and without the fault of negligence of the consultant.

M. Consultant Personnel Assigned to the Village of Oak Park Account(s)

The Village reserves the right to accept or reject any staff designated by the Consultant to manage the alley improvements. If no suitable replacement staff is provided, the Village reserves the right to terminate the agreement.

N. Confidentiality

The Consultant shall keep the Village's employee and all related data confidential.

O. Insurance Requirements

The selected Consultant must purchase and maintain for the length of the agreement, the lines of insurance described in this section. All insurance coverage shall be on an occurrence basis. The Consultant shall provide evidence of such insurance to the Village together with its proposal, and will provide evidence that the Village has been added as a named insured, where applicable, before commencement of the services and on an annual basis thereafter. Certificates of Insurance shall contain a clause stating that the coverage afforded by the policies listed will not be canceled or materially altered, except after forty-five (45) days advance written notice to the Village. The Consultant shall secure the following endorsements to each of the required policies: "It is understood and agreed that the insurance company will give not less than forty-five (45) days advance written notice of any cancellation or material change under any of these policies to the Village of Oak Park. *"In the event that such notice is not given to the Village of Oak Park at least forty-five (45) days prior to cancellation or material change, the policy will continue in full force and effect for the benefit of the Village as if such change or cancellation had not occurred."* 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 Proposer's operations or premises, anyone directly or indirectly employed by the Proposer.

(b) **Professional Liability:**

- i. Per Claim/Aggregate \$2,000,000.00
- 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. Workers' compensation insurance shall be in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees who perform work pursuant to the agreement, and in case work is subcontracted, the 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 said worker's compensation insurance, the Proposer 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. Coverage to 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 and agents shall be named as additional insureds on all insurance policies set forth herein except Workers' Compensation and Professional Liability. 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 and agents.

The Consultant understands and agrees that any insurance protection required by the 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 and agents as herein provided.

P. Hold Harmless and Indemnity

Notwithstanding any limitations or restrictions applicable to any insurance or bonds required hereunder, the Consultant shall defend, indemnify and hold the Village of Oak Park and its officers, officials, employees, and agents harmless from and against any and all liability, loss, damage, claim, payment or expense, including attorney fees, which the Village or its officers, officials, employees, and agents may incur resulting from or arising out of any error or omission in the performance of the agreement by the Consultant, including, without limitation, errors or omissions in the handling, accounting for, or transferring of funds, or to work, services or systems or products provided in the

performance of the agreement by the Consultant or its employees, agents, servants, associates, Consultants, subconsultants, or assignees.

Q. Tentative Schedule

Below is a tentative schedule for the request for proposal, evaluation of responses, selection and approval of a preferred Consultant(s), for design and construction engineering services for the Forest and Ontario Traffic Calming and Landscaping Project:

Questions due by	July 1, 2019
Proposals due to Engineering Division by 10am	July 9, 2019
Proposals reviewed	July 9-11, 2019
Interview with preferred Consultant(s)	July 12, 2019
Negotiation with preferred Consultant(s)	July 15, 2019
Recommend Agreement Approval	July 15, 2019
Agreement Presented to VOP Board for Approval	July 22, 2019
Service start date	August 5, 2019
Preliminary Plans and Cost Estimate	Nov 1, 2019
Targeted local letting	January 2020
Targeted start of construction	March 2020

R. Proposal Outline

Proposals are requested to cover the basic services related to urban planning, landscape architecture and design, and civil engineering for providing design services typically in accordance with the standards set forth by the Illinois Department of Transportation and as described in the scope of services starting in Section II. The Village reserves the right during the term of the agreement to request additional services in addition to those specified in the Proposal form with payment for those additional services to be mutually agreed upon between the Village and the consultant.

Proposals shall include the following information:

- 1) A brief description of the engineering firm(s)' capabilities, strengths and relevant experience for: designing street lighting for similar projects, traffic calming, pedestrian safety improvements, and street resurfacing, including working with landscape architects, and designing improvements using decorative materials and specialty items.
- 2) A brief description of the landscape architect/urban planner's capabilities, strength and relevant experience for: designing context sensitive solutions for similar scale projects, working with stakeholder groups for presenting and refining design concepts, designing projects which respect historical character of project surrounding, developing unique designs for specialty features, and refining design concepts to meet budget constraints.

- 3) A team organization chart indicating the staff and their areas of involvement stemming from the project manager to each team member, if applicable. The Consultant shall describe the anticipate responsibilities of the primary staff on the project.
- 4) An outline of each individual's personal experience on projects of a similar nature, including size of the project, role of the individual, areas of responsibility, level of involvement and time assigned to the project.
- 6) List other contracts awarded to consultant and sub-consultants most comparable to the work described in the scope of services. Please provide contact name, address and telephone number. Also, provide contract cost and cost of Engineering associated with each project.
- 7) A statement of commitment that personnel named in the proposal will be available for the duration of the project at the indicated level of involvement, except where prevented by circumstances beyond the control of the consultant.
- 8) A schedule of hourly salary rates for each job classification and any overhead factors.
- 9) Any objections to any terms of the request for proposal.
- 10) A detailed summary of the Consultant's project understanding and approach for the scope of work which shall include the number of meetings anticipated, tasks performed by the Consultant, tasks performed by the Village, etc.
- 9) A detailed cost proposal for the scope of work, including all direct and indirect costs. The Consultant shall submit a summary of the tasks along with estimates of how many hours and cost they propose will be required to complete each activity. Cost proposals shall clearly indicate which staff person hours are being assigned to either by name or indicate staff positions in resumes to correlate between resumes and cost proposals. Cost proposals shall indicate costs for the design work (phase 1-2) and for construction inspection.

T. Reference Materials

Reference materials for the Consultant are provided at the following link to a dropbox account below. Additional information for environmental and utility data will be provided to the selected Consultant. The link to the reference files is: [Forest and Ontario RFP Reference Material](#) or use the webpage address below.

<https://www.dropbox.com/sh/n778guur9jswcgx/AABq8KUWrB3d0AV9boFKIUxka?dl=0>

Section II. Scope of Services

Project Background and Construction Scope

Recent changes to the area near the Forest and Ontario intersection with the construction of two new high rise developments (Vantage at 150 Forest Ave and Albion at 1000 Lake St) have taken away from the residential character of the area. The Village of Oak Park has met with the residents in the area of the Forest and Ontario intersection to discuss options for calming traffic, improving pedestrian safety, improving landscaping, and changing lighting, with the overall goal of creating a more residential character to the street and general area while maintaining the historical character of the area and properties. The project will utilize all local funding and all streets included in the project are local streets under Oak Park jurisdiction. The Village currently has \$340,000 budgeted for design and construction of the project.

In general the proposed scope of the construction project is shown on Exhibit A and may include:

- Creating enhanced crosswalks (with potential geometric changes such as bump outs, potential RRFBs or pedestrian activated flashing signage, signage, striping, etc) at the N-S crosswalk at the east side of Marion/Ontario and for a new E-W midblock crosswalk leading from the Vantage parking garage to the alley south of Austin Gardens;
- Installation of signage to minimize/discourage truck traffic through the Forest/Ontario area;
- Replacing deteriorated concrete pavers in the limits particularly by the 19th Century Club, Austin Gardens' entrance area, and in median islands;
- Design and Installation of brick and limestone pillars potentially with lighting (or other treatments) at areas to serve as traffic calming, decorative elements, and to help define the separation of the residential area from the more commercial area;
- Removal of street leveling lighting on Forest and Ontario to be replaced with historically accurate (or salvaged) pedestrian level light poles and reproduction or salvaged light fixtures with new LED lights with warmer color temperatures;
- Installation of a new median island on Forest by 19th Century Club;
- Repairing or replacing and re-landscaping existing median islands;
- Repairing and resetting stone retaining walls and pillars on private property on east side of Forest and wrapping around on Ontario;
- Replacing brick crosswalks in Forest/Ontario jog;
- Potential infill tree planting in ROW on Forest;
- Restoring pavements and landscaping;
- Resurfacing Ontario from Marion to the Forest/Ontario jog, if funds are available;
- Potentially incorporate public art into the project either in designated areas or with artist elements. Design of any artist elements is outside of this scope and would be contracted separately
- And other scope as determined during design processes with steering group and Village staff

Scope of Services

The scope of services for this work include providing all phases of design and construction inspection work (Phases 1-3 of landscape and civil design and construction engineering) for the project as described above. In general the scope includes the Consultant providing urban planning and landscape design services to develop the scope of the improvements in coordination with a steering group comprised of a group of the residents in the immediate area, Village staff, and potentially including the Park District of Oak Park and 19th Century Club (Vantage and Albion representative will be involved but primarily for work impacting their frontages for the crosswalk); developing detailed civil engineering with landscaping plan sheets for the proposed improvements for bidding; and providing construction engineering/inspection for the project including submittal and landscaping review/inspection by the landscape architect for appropriate items. The prime consultant can be either an urban planning/landscape design firm or a civil engineering firm.

Design:

The Consultant shall include hours for these steering committee meetings which are anticipated to be held in the evening hours during week days. The Consultant shall assume 2 initial meetings with staff to develop initial scope and design concepts, 3-4 steering group meetings to present and refine design concepts, one meeting with the Historic Preservation Commission to gather input, and a final Village Board meeting to present the project. The Consultant shall develop renderings of the proposed improvements for presenting to the steering group and Village Board.

The Consultant shall obtain detailed utility information from the variety of utilities in the area since this is a congested corridor with utility services for both high rise developments in addition to typical utilities. The Consultant shall coordinate design and construction work with the various utilities.

The Consultant shall verify turning radii for the all areas within the project limits and ensure design can accommodate the Fire Department requirements.

The following additional items shall also be included in the scope of work.

Street Lighting Design

Consultant shall provide a detailed street lighting design and siting of poles including photometric design. In general lighting shall meet typical recommendations for the roadway and for pedestrian safety but should ideally be appropriate for a residential area with potential for dimming lights. Fixtures and poles shall match old historic pedestrian level fixtures with salvaged poles and heads from other locations within the Village being the preferred option. The Consultant shall arrange for a sample LED fixture to be installed by Village staff for evaluation. Should salvaged poles and heads not be

considered the Consultant shall coordinate obtaining a sample (costs for obtaining sample will be paid by the Village outside of this contract) to be installed by the Village for evaluation.

Geotechnical and Pavement Investigation

Geotechnical work is not required. The Village will supply geotechnical information from the Vantage & Albion developments and geotechnical investigations for the Marion & Ontario area which should be sufficient for any lighting or foundation requirements. Any additional geotechnical work needed will be done outside of this contract.

The consultant shall obtain 10 pavement cores at locations to be determined to assist with the project's design.

Pavement cores shall be full depth pavement cores extending down into existing subgrade soils. Pavement cores shall be backfilled and pavements patched with concrete. The consultant shall provide visual information of the subgrade for all pavement cores in regards to soil type (clay, sand, silty sand) and any other information regarding how well consolidated or compacted they may be which can be determined purely from visual inspection.

The consultant shall provide traffic control according MUTCD and applicable IDOT standards as well as closing any needed parking spaces and posting "No Parking" signs supplied by the Village with dates and times for the restrictions clearly indicated.

Pavement core locations shall be reviewed and approved by the Village prior to performing work. Pavement cores shall be located either by surveying or using GPS based survey equipment using State Plan coordinate system or a total station using the project's survey control points to establish basis of survey.

Environmental and CCDD

The Village will provide CCDD forms and reports for the previous alley improvements south of Austin Gardens, CCDD forms and reports from the Albion Development, reports for the Vantage Development, and CCDD forms for Marion at Ontario. No other RECs are present in the project area and the Consultant shall utilize existing data to classify soils for disposal.

Topographic Survey

The Consultant shall prepare a topographic survey of the project area. The topographic survey shall use the horizontal and vertical control as supply by the Village of Oak Park so that it ties into the Village's previous survey of Lake Street and Marion Street by the Thomas Engineering Group. Survey limits shall be on Ontario Street starting at the

Marion Street intersection (including 50 feet in each direction) to Forest Ave and east of Forest Avenue to the storm drains east of the alley east the 19th Century Club; on Forest Avenue from Lake Street intersection (50 feet in each direction) to approximately the north property line 218 Forest Avenue. The survey shall extend at least 30 feet beyond the street ROW for all alleys in the project area (east-west alley north of Lake, N-S alley east of 19th Century Club, and two N-S alleys intersecting Ontario between Marion and Forest). Survey shall extend roughly 25 feet into the Austin Garden Park at all sidewalk opening. Survey shall include any fence lines behind sidewalk and detailed survey of limestone retaining wall and columns along east side of Forest north of Ontario. A detailed description of topographic survey requirements is included in the attachments.

The topographic survey of the ROW in front of the current construction site at 1000 Lake Street (NW corner of Lake & Forest) shall be completed after site work in the ROW is completed by the developer which is anticipated to be completed by the first half of August 2019.

Forestry Coordination

The Consultant shall work with the Village Forester to evaluate the trees in the ROW along the project to determine which trees may be removed if needed, trimming requirements for proposed lighting, and locations and species for proposed trees.

Historic Preservation Coordination/Permits

At the Village's discretion the Consultant shall submit for comments from the SHPO for the project although it is not required as no Federal Funds are being used and no State permits are required for this project. The Consultant shall present the project to the Historical Preservation Commission for comments and to the Frank Lloyd Wright Trust for comments.

Construction Engineering/Inspection:

1. Provide project oversight by a resident engineer (RE) and full-time construction inspection with an inspector. Field staff assigned to project shall be capable of effectively communicating with the residents and stakeholders affected by the project, and are able to effectively communicate with the Contractor to protect the interests of the Village. The Consultant shall indicate if the construction engineering services are being achieved using a full time RE with occasional assistance for inspections, or a part time RE with a full time inspector. The Consultant shall include approximate hours per week in proposal for the RE and any for any inspectors so that the Village can easily determine the method of staffing being used.
2. Construction Observation:

- a. Provide 24-hour emergency contact information, provide contact person and phone number to respond to resident and business inquiries and complaints. Inquiries and complaints received by public works staff will be forwarded for the consultant to respond. The contact information will also be displayed online on the Village's GIS CIP story-map page.
 - b. The consultant team shall be proficient in roadway design to make small design-changes in the field as issues arise.
 - c. The consultant team shall maintain daily oversight of the contractor's *'two week look ahead schedule'* to ensure sequencing of the work accounts for all subsequent pay items.
 - d. Review shop drawings and ensure materials being used meet specifications
 - e. Verify layouts of proposed landscaping and plantings
 - f. Maintain a project diary and daily inspection log.
 - g. Collect and review all material tickets on a daily basis.
 - h. Inspect all construction warning-signs and devices.
 - i. Organize and lead any project meetings required, as well as organize a bi-weekly meeting with village staff.
 - j. Consultant shall review all extras and change-orders and give a recommendation to the Village.
 - k. The Consultant shall be responsible for determining areas of unsuitable soil replacement. The Consultant shall provide estimated contract quantities for unsuitable soil removal and replacement of subbase materials based on their evaluation of existing pavements and with recommendations from the Village. Any additional material or geotechnical testing required due to unsuitable soils shall be outside of this contract.
 - l. Verify contractor's construction staking and layout for accuracy and conformance with contract plans, and intent of the project.
3. Construction Documentation:
- a. Keep track of all quantities related to each pay item, tracking the current projected-total at all times and notify the Village in advance if the contract amount will be exceeded.
 - b. Perform yield checks on all materials, and depth-checks as required.
 - c. Establish and maintain schedule for progress payments.
 - d. Submit monthly pay estimates. Develop and verify payment requests. Consultant shall collect and review all waivers, affidavits, and certified payrolls prior to recommending payment to the Village.
 - e. Assure all documentation substantially follows IDOT standards.
 - f. Records do not need to be in ICORS, the consultant shall maintain an IDR book, and a Quantities book.

4. Construction project closeout:
 - a. Verify final measurements/quantities with Contractor.
 - b. Develop a final punch list and verify satisfactory completion.
 - c. Provide final project accounting/documentation.
 - d. Conduct final inspection with Village representatives.
 - e. Close all permits
 - f. Consultant shall review final quantities with the contractor and present an agreed upon final-estimate to the Village for processing.
 - g. Close out project, and submit all paperwork as required. Submit job box to the Village of Oak Park.
 - h. Provide as-built drawings in Electronic format (pdf and microstation files). As-built drawings shall include final locations of sidewalk and curb replacement, paving limits, as-built cross-sections indicating existing and constructed pavement section.
5. Pre-construction meeting:
 - a. Review plans and specifications with assigned field-staff prior to pre-construction meeting.
 - b. Schedule, lead, and prepare minutes for pre-construction meeting.
 - i. Notify utility agencies of time and place of meeting.
 - ii. Notify affected Village Departments/Divisions, including police and fire, coordinating any major items or issues prior to the pre-construction meeting.
6. Coordination:
 - a. Coordinate and attend a pre-construction meeting
 - b. Coordinate businesses and Business districts needs with the Village's Business Service manager. The consultant shall coordinate work with any adjacent developments within the project site.
 - c. The consultant shall also coordinate with the Oak Park Historical Preservation Officer as applies.
 - d. Coordinate with Village staff for adjacent Lake Street project
 - e. Coordinate projects with all stakeholders within the project limits.
 - f. Coordinate sidewalk outage and access with all businesses, parks, parking garages, residential properties, etc. Construction staging is of the utmost importance due to the number of pedestrians and tourists using the project area. The consultant shall ensure the contractor follows requirements for maintaining accessible sidewalk routes through the project area.
 - g. Notify and coordinate work with the utility companies, MWRD, Village Water-Sewer division, Streets division, Environmental Services and Street Lighting division.

- h. Coordinate loss of trash collection services with the Village's Environmental Services division.
 - i. Provide weekly construction updates to Oak Park for inclusion in the published Weekly Manager's report, as well as providing information needed on the project page of the Village's online GIS CIP story map page (to be entered by others).
 - j. Special event requests to the Village (e.g. 5k's, festivals, etc.) will be forwarded to the consultant to determine any impacts caused by this project and will alert staff of any impacts. The consultant will help coordinate the schedule of work to accommodate any special-events and mitigate the impacts, and may have to meet with race or festival organizers as needed. At times there can be several new special-event requests per week.
 - k. Resident parkway sprinklers may be damaged during the work. The consultant shall coordinate repair of the sprinklers with the resident. In the case that the contractor will not accept damage of the sprinklers, the consultant is to coordinate with the residents to fill out ROW encroachment agreements at which then the Village will reimburse the damage.
 - l. Coordinate loss of parking impacts with Village of Oak Park Parking Services department and prepare parking passes for distribution, which are generally distributed with the construction letters to residents. The Village will forward any requests from residents in need of parking passes during the work to the consultant, whom will coordinate with them and deliver or drop off passes as needed.
7. Draft and prepare construction notification letters with Village supplied parking passes in pdf form when necessary and stuff envelopes supplied by the Village for mailing by the Village of Oak Park.
8. Material testing will be outside of this contract.

Proposal Submittal

Each consultant submitting a proposal is asked to consider the items as outlined in the Scope of Services listed above.

The following classifications shown are those which the Village assumes are standard for most Civil Engineering firms working on projects of this type. An Hourly Rate Schedule should be submitted for each year of the proposed contract starting with 2019.

Section III. Compensation Schedule

Please complete all forms and submit the information requested on the following pages and submit three (3) hard copies of the compensation schedule in a sealed envelope titled "Compensation Schedule for Professional Landscape Architecture and Engineering Services for Design and Construction Inspection (Phases I - III) for the Forest and Ontario Traffic Calming and Landscaping Project."

Note: the fee schedule should follow the cost plus fixed fee format.

The Consultant shall identify the approximate cost of for the design phase and for the construction engineering/ inspection phase.

Additional Note: Also please attach hourly rate schedule for various classifications in your organization. These rates will be used for performing other engineering and landscape design work which may be requested outside the scope of services.

Section IV. Proposal Evaluation

Proposals will be evaluated by Village staff. Evaluation will be based on criteria outlined herein which may be weighted by the Village in a manner it deems appropriate. All proposals will be evaluated using the same criteria and weighting. The criteria used will be:

- A. **Responsiveness to RFP**
The Village will consider all the material submitted to determine whether the Consultant's offering is in compliance with this RFP.

- B. **Ability to Perform Current and Projected Required Services**
The Village will consider all the material submitted by each Consultant, and other relevant material it may otherwise obtain, to determine whether the proposer is capable of and has a history of successfully completing agreements of this type.

- C. **Experience and Relevant Knowledge**
The Village will assess the experience and relevant knowledge of the proposed dedicated team of personnel.

- D. **References**
The Village may contact references directly to inquire about the quality and type of services currently being provided to other customers.

- E. **Cost Proposal**
The Village will select consultants to be interviewed based on their qualifications. Cost proposals for firms selected for interviews will be reviewed prior to interviews to evaluate aggregate services based on the overall cost effective approach and to ensure appropriate hours are included to perform the scope of services included in the Consultant's proposal to ensure the Consultant's proposal fits the project's anticipated scope.

- F. **Interviews**
The Village may, at its sole option, conduct interviews and/or site visits as part of the final selection process.



RESPONDENT CERTIFICATION

PROPOSAL SIGNATURE: _____

State of _____)

County of _____)

TYPE NAME OF SIGNEE

being first duly sworn on oath deposes and says that the Respondent on the above proposal is organized as indicated below and that all statements herein made on behalf of such Respondent and that this deponent is authorized to make them, and also deposes and says that he has examined and carefully prepared their bid proposal from the Contract Exhibits and Specifications and has checked the same in detail before submitting this proposal or bid; that the statements contained herein are true and correct.

Signature of Respondent authorizes the Village of Oak Park to verify references of business and credit at its option.

Signature of Respondent shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgments.

Dated _____

Organization Name

(Seal - If Corporation)

By _____
Authorized Signature

Address

Telephone

Subscribed and sworn to before me this _____ day of _____, 2019.

In the state of _____, _____
Notary Public

My Commission Expires: _____

(Fill Out Applicable Paragraph Below)

(a) Corporation

The Respondent is a corporation, which operates under the legal name of

and is organized and existing under the laws of the State of

_____.

The full names of its Officers are:

President _____

Secretary _____

Treasurer _____

The corporation does have a corporate seal. (In the event that this bid is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

(b) Partnership

Name, signature, and addresses of all Partner

The partnership does business under the legal name of _____ which name is registered with the office of _____ in the county of _____ in the state of _____.

(c) Sole Proprietor

The Respondent is a Sole Proprietor whose full name is _____.

If the Respondent is operating under a trade name said trade name is _____ which name is registered with the office of _____ in the county of _____ in the state of _____.

Signed _____

Sole Proprietor



Attachment I.

RESPONDENT CERTIFICATION

_____, as part of its bid on a contract for
(name of Respondent)

Professional Engineering Services for Design Engineering (Phase I & II) for the Oak Park Avenue Resurfacing, Utility, and Streetscape Projects to the Village of Oak Park, hereby certifies that said Respondent is not barred from bidding on the aforementioned contract as a result of a violation to either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes or Section 2-6-12 of the Oak Park Village Code relating to "Bidding Requirements".

By: _____
(Authorized Agent of Respondent)

Subscribed and sworn to
before me this ___ day
of _____, 2019

(Notary Public)



Attachment II.

TAX COMPLIANCE AFFIDAVIT

_____, being first duly sworn, deposes and says:

that he/she is _____ of
(partner, officer, owner, etc.)

(bidder selected)

The individual or entity making the foregoing proposal or proposal certifies that he/she is not barred from entering into an agreement with the Village of Oak Park because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. The individual or entity making the proposal or proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the municipality to recover all amounts paid to the individual or entity under the agreement in civil action.

By:
Its:

(name of bidder if the bidder is an individual)
(name of partner if the bidder is a partnership)
(name of officer if the bidder is a corporation)

The above statement must be subscribed and sworn to before a notary public.

Subscribed and sworn to before me this _____ day of _____, 2019.

Notary Public's Signature

- Notary Public Seal -

Minority Business and Women Business Enterprises Requirements

The Village of Oak Park in an effort to reaffirm its policy of non-discrimination, encourages and applauds the efforts of bidders and subConsultants in taking affirmative action and providing Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, handicap unrelated to ability to perform the job or protected veteran's status.

Reporting Requirements

The following forms must be completed in their entirety, notarized and included as part of the proposal document. Failure to respond truthfully to any question on the list or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of your proposal.



Attachment III.

ORGANIZATION OF BIDDING FIRM

Please fill out the applicable section:

A. Corporation:

The Consultant is a corporation, legally named _____ and is organized and existing in good standing under the laws of the State of _____. The full names of its Officers are:

President _____

Secretary _____

Treasurer _____

Registered Agent Name and Address: _____

The corporation has a corporate seal. (In the event that this Bid is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

B. Sole Proprietor:

The Consultant is a Sole Proprietor. If the Consultant does business under an Assumed Name, the

Assumed Name is _____, which is registered with the Cook County Clerk. The Consultant is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

C. Partnership:

The Consultant is a Partnership which operates under the name _____

The following are the names, addresses and signatures of all partners:

Signature

Signature

(Attach additional sheets if necessary.) If so, check here _____.

If the partnership does business under an assumed name, the assumed name must be registered with the Cook County Clerk and the partnership is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

D. Affiliates: The name and address of any affiliated entity of the business, including a description of the affiliation: _____

Signature of Owner



Attachment IV. **Compliance Affidavit**

I, _____ being first duly sworn on oath depose and state as follows:
(Print Name)

1. I am the (title) _____ of the Proposing Firm (“Firm”) and am authorized to make the statements contained in this affidavit on behalf of the Firm.
2. The Firm is organized as indicated on Exhibit A to this Affidavit, entitled “Organization of Proposing Firm,” which Exhibit is incorporated into this Affidavit as if fully set forth herein.
3. I have examined and carefully prepared this proposal based on the Request for Proposals and verified the facts contained in the proposal in detail before submitting it.
4. I authorize the Village of Oak Park to verify the Firm’s business references and credit at its option.
5. Neither the Firm nor its affiliates¹ are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to bid rigging and bid rotating, or Section 2-6-12 of the Oak Park Village Code related to “Proposing Requirements”.
6. The Proposing Firm has the M/W/DBE status indicated below on the form entitled “EEO Report.”
7. Neither the Firm nor its affiliates is barred from agreement with the Village of Oak Park because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the Firm is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the Village of Oak Park to recover all amounts paid to the Firm under the agreement in a civil action.
8. I am familiar with Section 13-3-2 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the Proposing Firm is an “Equal Opportunity Employer” as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference. **Also complete the attached EEO Report or Submit an EEO-1.**
9. I certify that the Consultant is in compliance with the Drug Free Workplace Act, 41 U.S.C.A, 702.

¹ Affiliates means: (i) any subsidiary or parent of the bidding or contracting business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the bidding or contracting business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the bidding or contracting business entity.

Signature: _____ Printed Name _____

Name of Business: _____ Your Title: _____

Business Address: _____

(Number, Street, Suite #)

(City, State & Zip)

Telephone: _____ Fax: _____ Web Address: _____

Subscribed to and sworn before me this _____ day of _____, 2019.

Notary Public

M/W/DBE STATUS AND EEO REPORT

1. Consultant Name: _____

2. Check here if your firm is:

- Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)
- Women’s Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)
- Owned by a person with a disability (DBE) (A firm that is at least 51% owned by a person with a disability)
- None of the above

[Submit copies of any W/W/DBE certifications]

3. What is the size of the firm’s current stable work force?

_____ Number of full-time employees

_____ Number of part-time employees

4. Similar information will be requested of all subConsultants working on this agreement. Forms will be furnished to the lowest responsible Consultant with the notice of agreement award, and these forms must be completed and submitted to the Village before the execution of the agreement by the Village.

Signature: _____

Date: _____

Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Bid. For assistance in completing this form, contact the Department of Public Works at 708-358-5700.

EEO REPORT

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this proposal. An incomplete form will disqualify your proposal. For assistance in completing this form, contact the Purchasing Department at 708-358-5473.

An EEO-1 Report may be submitted in lieu of this report

Consultant Name _____
 Total Employees _____

Job Categories	Total Employees	Total Males	Total Females	Males				Females				Total Minorities
				Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	
Officials & Managers												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Semi-Skilled												
Laborers												
Service Workers												
TOTAL												
Management Trainees												
Apprentices												

This completed and notarized report must accompany your Proposal. It should be attached to your Affidavit of Compliance. Failure to include it with your Proposal will be disqualify you from consideration.

_____, being first duly sworn, deposes and says that he/she is the _____
 (Name of Person Making Affidavit) (Title or Officer)

of _____ and that the above EEO Report information is true and accurate and is submitted with the intent that it

be relied upon. Subscribed and sworn to before me this _____ day of _____, 2019.

 (Signature) (Date)



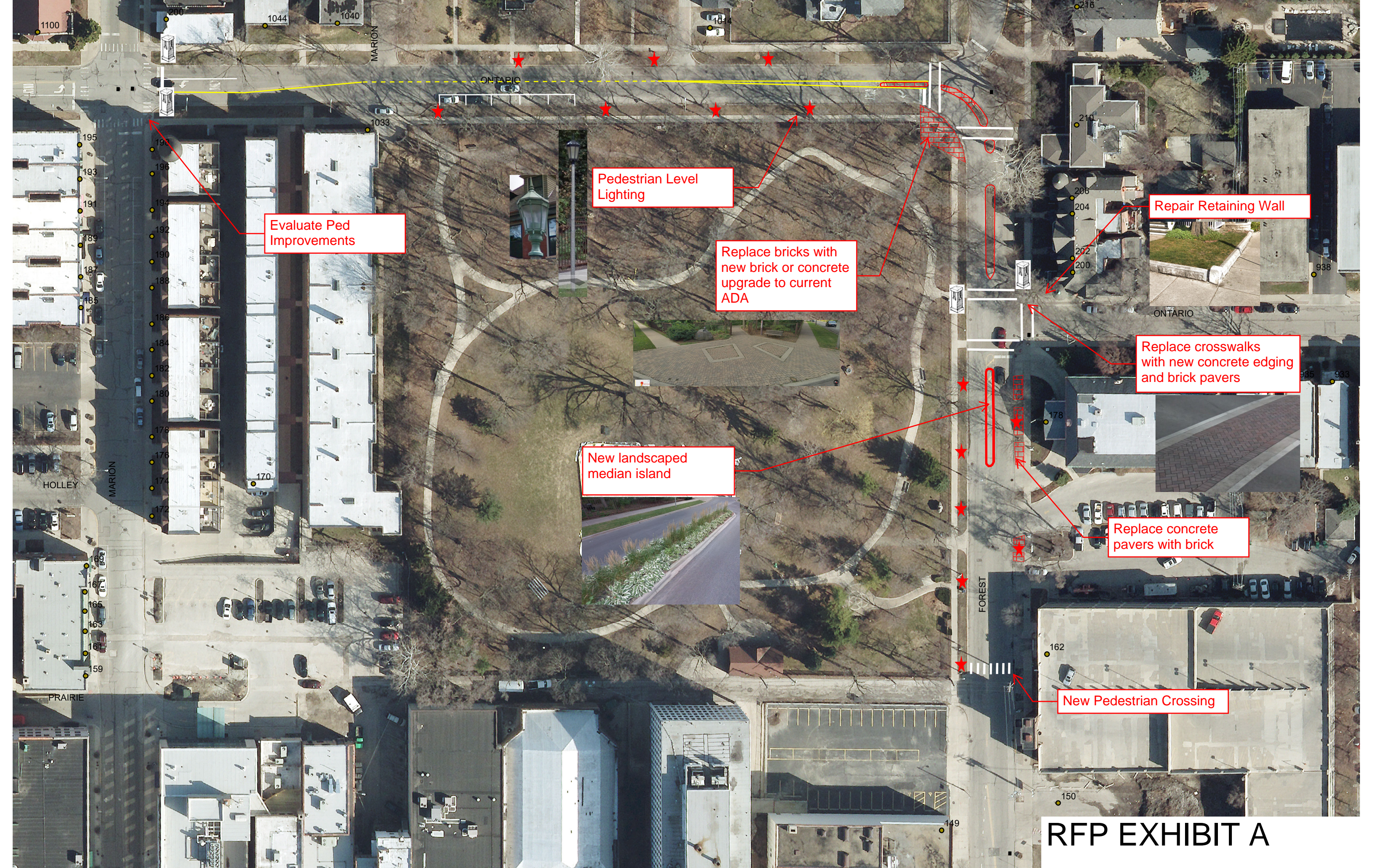
Attachment V. No Proposal Explanation

If your firm does not wish to submit a proposal, please provide us with Attachment V and include in the space below any comments you may have concerning this proposal or any related factors that prevented you from submitting a response.

Project Name: Professional Landscape Architecture and Engineering Services for Design
and Construction Inspection (Phases I - III) for the Forest and Ontario
Traffic Calming and Landscaping Project

Date Issued: June 19, 2019

Comments:



Evaluate Ped Improvements

Pedestrian Level Lighting

Replace bricks with new brick or concrete upgrade to current ADA

New landscaped median island

Repair Retaining Wall

Replace crosswalks with new concrete edging and brick pavers

Replace concrete pavers with brick

New Pedestrian Crossing

ADDENDUM NO.1

June 26, 2019

RFP for Professional Landscape Architecture and Engineering Services
for Design and Construction Inspection (Phases I - III) for the
Forest and Ontario Traffic Calming and Landscaping Project

This addendum forms a part of the Request for Proposal (RFP) Documents and amends the original documents dated June 19, 2019. The addendum is being issued to provide clarifications on the proposal and responses to questions asked by various Consultants via email. Where any part of the proposal documents are amended the unaltered provisions are to remain in effect.

Proposal Outline

Remove Section R of the RFP for Proposal Outline and replace with the text below to reflect the intent to make this a very brief proposal considering the dollar value and scope of the proposed project and in consideration of the other RFP issued by the Village of Oak Park.

R. Proposal Outline

Proposals are requested to cover the basic services related to urban planning, landscape architecture and design, and civil engineering for providing design and construction engineering services typically in accordance with the standards set forth by the Illinois Department of Transportation and as described in the scope of services starting in Section II. The Village reserves the right during the term of the agreement to request additional services in addition to those specified in the Proposal form with payment for those additional services to be mutually agreed upon between the Village and the consultant. The prime consultant does not need to self-perform 50% of the contract value.

Proposals shall be very brief and contain basic information (stock resumes are appropriate) regarding the design and construction management team, understanding of the project, and relevant experience for landscape architect designer.

Proposals shall include the following information:

- 1) A team organization chart indicating the staff and their areas of involvement. The Consultant shall describe the anticipate responsibilities of the primary staff on the project.
- 2) A statement of commitment that personnel named in the proposal will be available for the duration of the project at the indicated level of involvement, except where prevented by circumstances beyond the control of the consultant.
- 3) A schedule of hourly salary rates for each job classification and any overhead factors.
- 4) Any objections to any terms of the request for proposal.
- 5) A brief summary of the Consultant's project understanding and approach for the scope of work which shall include the number of meetings anticipated, tasks performed by the Consultant, tasks performed by the Village, etc.

- 6) A detailed cost proposal for the scope of work, including all direct and indirect costs. Cost proposals shall indicate costs for the design work (phase 1-2) and for construction inspection.

Reference Materials

1. The existing topographic survey can be downloaded from the following link:

<https://www.dropbox.com/s/hz469re9uqqjere/Topo.dgn?dl=0>

Scope of Services

Topographic Survey

The scope of services for topographic survey shall be completely replaced with the text below:

The Consultant shall prepare a topographic survey to complete the missing area (an approximate 440 foot gap on Ontario Street between Marion and Forest) in the previously prepared topographic survey which is included in the reference materials as prepared by the Thomas Engineering Group (TEG) and extend the limits of the existing survey to include Ontario Street east of Forest Avenue to the storm drains east of the alley east the 19th Century Club, extend at least 30 feet beyond the street ROW for all alleys in the project area (east-west alley north of Lake, N-S alley east of 19th Century Club, and two N-S alleys intersecting Ontario between Marion and Forest). Survey shall extend roughly 25 feet into the Austin Garden Park at all sidewalk opening. Survey shall include any fence lines behind sidewalk and detailed survey of limestone retaining wall and columns along east side of Forest north of Ontario. Survey shall be in the same formatting and style as the existing survey by TEG. The Village will supply all relevant survey files and control used in preparation of the TEG existing survey.

Proposal Submittal

On Page 17 of the RFP in the Proposal Submittal section it states “The following classifications shown are those which...” but does not list classifications. Please use the classifications and abbreviations below and include a description of any other classifications listed for hourly rates which you include in the proposal. The following abbreviations shown are examples of position classifications:

RE - Resident Engineer

CE - Civil Engineer

T - Technician

S – Secretary

