



ORDINANCE NO. 1945-19

**AN ORDINANCE AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR PROFESSIONAL LANDSCAPE ARCHITECTURAL SERVICES RELATED TO THE DEVELOPMENT AND DESIGN OF THE MEADOWLARK PARK AND ARBORETUM WITH THE SIGNATURE DESIGN GROUP**

BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Hawthorn Woods, Illinois, that the Mayor and Chief Operating Officer be, and the same are, hereby authorized and directed to execute an agreement with the **SIGNATURE DESIGN GROUP**, in substantially the form attached hereto as Exhibit "A," and, by this reference, made a part hereof. The foregoing Ordinance was adopted by the Village Board of Hawthorn Woods, Illinois on April 22, 2019:

AYES: Kaiser, Kasik, Pless, Corvage, Dimaggio, David

NAYS: 0

ABSENT AND NOT VOTING: 0

APPROVED: Joseph Mancino  
Joseph Mancino, Mayor

ATTEST: Donna Lobaito  
Donna Lobaito, Village Clerk

ADOPTED: April 22, 2019

APPROVED: April 22, 2019



Land Planning  
Landscape Architecture  
Environmental Site Design

8 March 2019

MR. BRIAN J. SULLIVAN, DIRECTOR OF PARKS  
VILLAGE OF HAWTHORN WOODS  
2 LAGOON DRIVE/  
HAWTHORN WOODS, IL 60047

**RE: Meadowlark Park – Hawthorn Woods, IL**  
**Proposal No: S.29006**

Dear Brian:

**Signature Design Group, Inc.** is pleased to submit the following proposal for Landscape Architectural Services on the above referenced project. The following is a summary of our services and fees.

**PROJECT UNDERSTANDING**

Per my meeting with you and Pam on March 5, 2019, I understand you want to develop a 3.24 acre park at the corner of Meadowlark Drive and Schwerman Drive. Your vision for this park site is to create an Arboretum Tree Walk with 4 pods of play equipment, and an outdoor classroom, located along a trail loop per the Concept Plan prepared by 3D Design Studios, and dated 5.22.2018.

Each of the 4 play pods, and outdoor classrooms, will be pre-designed by Team Reil and constructed as part of a separate design/ build contract. We will work with Team Reil to incorporate the pods into plan. The trail will be limestone screenings with grading that is ADA accessible. The tree planting plan will include at least 30 total trees (representing 27 species) per the Morton Arboretum grant. The project will be constructed by Village/Parks Department staff and Team Reil (Play Pods) so final contract bid documents and specifications are not required.

We understand you have verified there are not wetlands or floodplains on the site, and the Village has the right to construct the proposed improvements within the "Detention Easement". We will work with the Village Engineer to insure grading compliance.

**SCOPE OF DESIGN SERVICES:**

The following proposal is for preparing a final Landscape Plan set, and other professional services, as per the scope you outlined:

**A. Due Diligence, Field Survey and Base Sheets:**

- \* Initial teleconference with the Village Engineer to review the project scope and Village Code requirement
- \* Field inspection to photo document general site character, existing trees and landscaping, drainage, existing utilities, surrounding homes, land uses and views.
- \* Prepare project base sheets (assumes we receive an existing as-built site survey, with topography (1 ft contours) in an electronic CAD format).

**B. Landscape Plan Preparation:**

We will prepare final Park Improvement Plans in compliance with the Village’s Grant requirements, signed and sealed by an Illinois registered Landscape Architect, and including:

- Existing tree inventory
- Final trail alignment, layout and grading
- Play Pods (by Team Reil) siting and geometry adjustments
- Final site grading plans
- Final tree planting plan (including Arboretum Tree Requirements)
- Final site turf plan (native turf establishment plan with seed mixes)
- Construction details
- Plant material schedules, planting details and plan construction notes
- Final Cost Opinion

**C. Limited Construction Phase Services (assumes 4 x 4 hr. site visits):**

- Review / adjust trail layout staking and grades
- Review / adjust Play Pod layout and proposed grading
- Field flag & locate all proposed trees
- Pre-final inspection & punch list preparation

**D. Additional Services (optional):**

- Attend one (1) Village Board Meeting to present the final plan.
- Prepare a 24” x 36” Color rendered final Master Landscape Plan – mounted for presentation
- Construction Phase Services (beyond those included in section C.)

FEE SCHEDULE:

Our fee schedule for the above referenced services will be as follows:

<b>A. Due Diligence, Field Survey, and Base Sheets</b> .....	<b>\$ 1150.00</b>
<b>B. Final Park Improvement Plans</b> .....	<b>\$ 9360.00</b>
<b>C. Limited Construction Phase Services</b> .....	<b>\$ 2300.00</b>
<b>Subtotal</b> .....	<b>\$ 12,810.00</b>

**D. Additional Services (optional)**.....**\$ billed hourly**

The above fees include **one (1) revision** to the plan if required by Client or Village review.

Any revision beyond 1, new site plans, additional drawings, color renderings, meeting attendance or project management **requested** would be billed based upon the following **2019 rate schedule**.

We will request pre-approval for any additional services prior to starting work.

Principal .....	\$ 205 / Hour
Sr. Landscape Architect / Project Manager .....	\$ 135 / Hour
Landscape Architect Associate .....	\$ 115 / Hour
CADD Draftsman / Designer .....	\$ 95 / Hour
Word Processing .....	\$ 85 / Hour
Clerical .....	\$ 60 / Hour

FEE SCHEDULE (continued):

- \* Direct expenses incurred (printing, reproduction, messengers, postage etc.) will be billed at **cost plus 10% - allowance \$400.00**
- \* Invoices will be billed monthly based on a percentage of the work complete for each task – plus Direct expenses.
- \* Payment is due within 30 days of invoice date.

TIME SCHEDULE:

Upon your authorization to proceed, and **receipt** of a signed proposal and the electronic grading base information, we will be able to start our work **immediately**, and complete our work to meet your project schedule.

Brian, thank you for your consideration of **Signature Design Group, Inc.** and I look forward to working with you on this project. Should you have any questions, please do not hesitate to give me a call.

Sincerely,

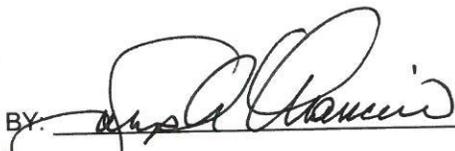
**Signature Design Group, Inc.**

Greg G. Sagen, ASLA  
Principal

ACCEPTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

  
MAYOR  
Village of Hawthorn Woods

DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_

4/22/19

(847) 438-5500