

January 27, 2012

Dr. Albert G Roberts  
Superintendent  
Therese O'Neill  
Assistant Superintendent  
Oak Park District 97  
970 Madison Street  
Oak Park, Illinois 60302

**Re: Fee Proposal for Professional Landscape Architectural & Civil / Engineering Services for District 97 schoolyard renovations**

Dear Dr Roberts and Ms. O'Neill,

We are very pleased that you have requested a proposal from Altamanu Inc to assist Oak Park District 97 (the Client) with the preparation and implementation of phase one improvements for the 9 identified schools.

As indicated in our response to the RFP, we are teaming up with Manhard Consulting, Ltd to assist with Civil Engineering scope items.

The following fee proposal is for public meetings, landscape architectural concept designs, preparation of landscape architectural and engineering construction documents, details and specifications, bid and permit assistance, and site observation of construction phases of the projects. The 7 elementary schools and 2 middle schools identified for improvements are indicated below, and we understand that the order of improvements may be modified, but generally will consist of 3 schools per year, or a period of 3 years.

We assume construction documents for year one will go out to bid in mid-May for a construction start the first week of June (immediately following the last day of school) and project completion by the end of August, prior to the commencement of the 2012 academic school year.

Year One

Oliver Wendell Holmes Elementary (Holmes)  
Henry Wadsworth Longfellow Elementary (Longfellow)  
William Beye Elementary (Beye)

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Year Two

Horace Mann Elementary (Mann)  
Washington Irving Elementary (Irving)  
Percy Julian Middle School (Julian)

Year Three

Greenleaf Whittier Elementary (Whittier)  
William Hatch Elementary (Hatch)  
Brooks Middle School (Brooks)

This proposal does not include any work at Abraham Lincoln Elementary.

Our understanding of the scope is as follows:

**PROJECT KICK OFF:**

Meet with staff and review project goals. We will review existing site conditions using surveys, aerial photos, topographic maps, and any previous design plans. The Client will furnish Altamanu with an accurate base map (site survey and topographic map) at a workable scale for the preparation of site improvement designs and construction documents. As part of this task, we will review the recommendations in the Brusseau study, visit and photograph each school and identify any potential issues not addressed by the Brusseau study and make recommendations to District 97 staff. We assume 1 meeting for project kick-off.

**PUBLIC INPUT:**

Assistance with gathering public input; initial concept designs based on prototype designs developed in the Brusseau study from 2010 (2 concepts per school), and refinement of these concepts based on public input into one final concept for development into construction documents. We assume 2 public meetings per school. Additional public meetings (if required) will be billed at our standard hourly rates.

**CONSTRUCTION DOCUMENTS:**

Preparation of landscape construction and engineering documents, specifications and opinions of probable cost. We assume the scope at each school will be focused on playground renovations including:

- Playground rubber surfacing
- Playground equipment
- Grading and playground drainage
- Walkways
- Fencing
- Seating and site furnishings
- Bike racks
- Tree, shrub, perennial, grasses and bulb plantings
- Lawn areas

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The Construction Documents will include the following (it is possible that some of these items will be shown on the same plans):

- Detailed Final Landscape Plan (1"=20')
- Layout and Dimension Plan (1"=20')
- Enlarged Site/Landscape Plans—i.e. Playground, Planting Areas
  
- Site Detail Sheets - Layout/Dimensioned of Related Special Site Elements including Paving Layout and Materials, Site Furnishings (Benches, Bike Racks, Trash Receptacles, Fencing, Curbs, sidewalks, playground surfacing, playground equipment.
- Conceptual Grading and drainage Plans and details
- Related Planting Details, Plant Schedules and General Notes
- Related Technical Landscape Specifications

1. Coordinate Landscape Plan with Civil Engineer's (Manhard) Grading/Drainage and Utility plans.
2. Create an Opinion of Probable Costs to reflect concept designs and construction documents.
3. Submit 50% Construction Set and Outline Specifications to Client for review.,
4. Meet with Client to review 50% Construction Set.
5. Make revisions and submit 90% Construction Set and Specifications to Client for final review.
6. Submit Final 100% Construction Documents Package and related Technical Specifications to Client for bidding.

**PERMITTING, BIDDING & BID ASSISTANCE :**

Goal: Assist in obtaining appropriate approvals as required for construction. Assist in the packaging and distribution of construction drawing sets and specifications to selected contractors for pricing. Bids will be reviewed, assessed and clarified with Client to assist in the selection of a contractor(s). Time tables and schedules for construction will be established with selected contractors.

1. Assist Client in submitting Permit Set for appropriate approvals. (Manhard Ltd will manage permit approvals)
2. Meet with Client to review Construction Set prior to bidding.
3. Issue addenda as appropriate to interpret, clarify or expand the Construction Documents.
4. Meet with Client to assist in preparation of Bid Packages. Use Landscape Construction Bid Form, cover letter and related addenda to include with Bid/Drawing Package. Distribute Bid/Drawing Package to contractors on selected list.

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5. Assist the Client in conducting a Pre-Bid Review Meeting with selected Contractors.
6. Assist Client in preparing Bid Analysis for comparison of proposed bids.
7. Assist Client with the selection(s) of appropriate winning contractors.
8. Develop Landscape Installation Timetable with Client & Contractor.

**CONSTRUCTION OBSERVATION:**

Goal: Provide on site review and observation of landscape construction related to the Landscape Construction Package and its Related Specifications to ensure that the plan intent is adhered to by the selected contractor.

1. Provide on-site observation of site and landscape construction related to the Altamanu-Manhard Landscape /Engineering Plans and their related elements. Visit site at intervals appropriate to the stage of landscape construction to review proper construction methods and adherence to the design intent. (We estimate one site visit per week for the duration of construction. At this time we will assume 12 site visits per site per construction season).
2. Make written reports regarding site construction progress.
3. Make visits to plant nurseries located by contractor to approve selected plant materials. (At this time we will assume 1 day for nursery visits each construction season).
4. Provide interpretations and clarifications for the Construction Documents as needed.
5. Review and approve samples of materials and shop drawings and assess change order requests.
6. Review and respond to contractor's requests for information.
7. Review contractor's request for payments.
8. Conduct a final on-site observation/inspection of Landscape Construction with Client and Contractor at each site.
9. Prepare a Final Punch List prior to final acceptance of job for each site.
10. Coordinate with Contractor that Contractor provides Client with 'As Built' drawings of work installed during the construction phase.
11. Prepare Final Sign-off after completion of Punch List Items.

PROFESSIONAL FEES:

**Year 1: 3 elementary schools**

Altamanu, Inc	\$51,000.00
Manhard Consulting	\$24,500.00
Misc expenses (see list below)	\$ 1,500.00

Year 1: Total fees and expenses: \$77,000.00

**Year 2: 2 elementary schools, 1 middle school**

Altamanu, Inc	\$48,500.00
Manhard Consulting	\$23,500.00
Misc expenses (see list below)	\$ 1,400.00

Year 2: Total fees and expenses: \$73,400.00

**Year 3: 2 elementary schools, 1 middle school**

Altamanu, Inc	\$48,500.00
Manhard Consulting	\$23,500.00
Misc expenses (see list below)	\$ 1,400.00

Year 3: Total fees and expenses: \$73,400.00

**Total fees/ expenses for all 3 years: \$223,800.00**

The above estimated fees include estimated totals for reimbursable expenses for each year. We will bill items as direct expenses to the client. Reimbursable expenses related to this project shall include, but may not be limited to the following:

- Transportation/Parking
- Reproduction
- Special Supplies
- Photography
- Copies
- Messenger/Delivery
- Large Scale Scans
- Soils Analysis/Consultation

Professional fees and expenses will be billed monthly for work completed. Unpaid invoices will bear 1.5% interest per month past 30 days.

Professional fees and expenses will be billed monthly for work completed and are due within 30 days.

**ASSUMPTIONS**

- All base information (architectural building plans, site surveys) will be provided by the Client to Altamanu.
- Site base information will be provided to in a form compatible with AutoCAD 2012 format.
- Year 1 will include playground renovations at (3) elementary schools with an approximate construction budget of \$250,000 each.
- Years 2 and 3 will each include (1) middle school with a smaller budget/scope (\$100,000 ea) as well as (2) elementary schools at \$250,000 each.
- Some work from years two and three may shift to other years, and budgets for each school may adjust depending on the scope of work required.
- Any services or increase in scope of work (due to increased budgets or other factors) beyond what is outlined above will be considered extra services and will be billed at our standard hourly rates shown below:

Classification	Rate Per Hour
Project Principal	\$142
Senior Landscape Architect/Urban Designer	\$128
Project Manager	\$105
Landscape/Urban Designer	\$81
Designer/CADD	\$75
Administrative	\$65

**ADDITIONAL TERMS**

- This scope of work is based on documents available as of this date.
- This scope of work does not include any improvements at Abraham Lincoln Elementary.
- This agreement does not include: traffic studies, soils or environmental studies, property surveys, IEPA or NPDES permitting (fee does include MWRD permitting).
- This agreement may be terminated by either party 15 days after written notice. Altamanu shall be compensated for all services performed up to this date.
- If the aforementioned terms are acceptable to you, we shall appreciate the execution of this document in the space provided below and returning a copy for our files.

Altamanu appreciates the opportunity to provide Oak Park District 97 with Landscape Architectural services.

Very truly yours,



Josephine Bellalta, RLA, ASLA  
President