

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING EXECUTION OF A PROFESSIONAL SERVICES
AGREEMENT BETWEEN THE LAKOTA GROUP AND
THE VILLAGE OF DOWNERS GROVE**

BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the form and substance of a certain Professional Services Agreement (the "Agreement"), between the Village of Downers Grove (the "Village") and The Lakota Group ("Lakota Group"), for planning and design services in relation to the Ogden Avenue Corridor Streetscape Design, as set forth in the form of the Agreement submitted to this meeting with the recommendation of the Village Manager, is hereby approved.
2. That the Village Manager and Village Clerk are hereby respectively authorized and directed for and on behalf of the Village to execute, attest, seal and deliver the Agreement, substantially in the form approved in the foregoing paragraph of this Resolution, together with such changes as the Manager shall deem necessary.
3. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Agreement.
4. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.
5. That this Resolution shall be in full force and effect from and after its passage as provided by law.

Mayor

Passed:

Attest: _____

Village Clerk

THE LAKOTA GROUP October 24, 2001
70 West Erie, 4th Floor
Chicago, Illinois 60610

Ogden Avenue Corridor, Downers Grove, Illinois

- Streetscape Design
- Signage Design (Gateways/Key Corners)
- Signage Design (Special Street/Directional Signs)
- Program/Redevelopment Review

Professional Services Agreement between THE LAKOTA GROUP and VILLAGE of DOWNERS GROVE:

PROJECT SCOPE:

The Village of Downers Grove is seeking professional planning and design services to assist Village Staff and the Ogden Avenue Committee (OAC) with "next step" projects related to implementation of the Ogden Avenue Corridor Plan. The project area includes the commercial frontage along Ogden Avenue from the Interstate 355 Expressway on the west to Williams Street on the east.

Streetscape Design

Lakota will work with the Village's Department of Public Works (DPW) to inventory and "audit" general streetscape conditions along Ogden. This will be done to determine which blocks are in need of streetscape improvements. Lakota and DPW will meet with the Ogden Avenue Committee and Economic Development Commission staff to review which blocks need improvements and to determine a Phase 2 design strategy.

Streetscape design documents will be prepared in later phases based on the findings of the inventory/audit. An engineering firm will be added to the team during the subsequent design phases to design the infrastructure/utility components of the streetscape project.

Streetscape components to be generally assessed in the Phase 1 inventory include:

<i>Decorative Lighting</i>	<i>Kiosks</i>
<i>Architectural Features</i>	<i>Fencing</i>
<i>Special Paving</i>	<i>Benches</i>
<i>Trash Cans</i>	<i>Bike Racks</i>
<i>Landscaping</i>	<i>Sidewalks</i>

The assessment will not include signage since special street signs, directional signs, gateways, and key corners will be addressed under a separate work scope as noted below.

See attached work plan for specific tasks to be completed for Streetscape Design.

Signage Design (Gateways & Key Corners)

Lakota will work with the OAC, EDC, and DPW to design Village identity gateways to be located at the west and east ends of the Ogden Avenue Corridor. This task will also include site design for the gateway locations, which will address landscape and lighting improvements.

Based on the gateway design, Lakota will prepare designs for improvement of the Corridor's key intersections located at Finley/Belmont, Main/Highland, and Fairview. These designs may include Corridor oriented signage, decorative fencing, landscaping, and lighting.

The gateway/corner designs may include irrigation systems. The plumbing components of irrigation systems as well as the electrical components of sign lighting systems and structural issues will be addressed by DPW and/or an engineering firm.

Sign design components to be considered in the process include:

Sign Locations
Materials
Typeface

Scale/Massing
Lighting
Message/Content

This design task will not include street or directional signs, which will be addressed under the separate work scope as noted below.

See attached work plan for specific tasks to be completed for Gateway/Key Corner Design. Lakota's work scope will include preparation of simple full-scale gateway/corner mock-ups to assess scale, visibility, and readability in the field.

Signage Design (Special Street & Directional Signs)

Lakota will work with the OAC, EDC, and DPW to design decorative street and directional signs, which will be located at each street intersection of the Ogden Avenue Corridor.

Like the gateway/corner improvements, such signage is intended to improve the identity and attractiveness of the Corridor. The signs are also intended to enhance wayfinding and safety for motorists traveling to Corridor businesses and institutions.

DPW and/or an engineering firm will address the structural components of the street and directional signs.

Sign design components to be considered in the process include: **Sign Locations**

Scale/Massing

Materials

Message/Content

Typeface

See attached work plan for specific tasks to be completed for Street/Directional Sign Design. Lakota's work scope will include preparation of a simple logo for the Corridor that can be incorporated into the sign design and preparation of simple full-scale signs mock-ups to assess scale, visibility, and readability in the field.

Program-Redevelopment Review

Lakota will assist the EDC staff with reviews of the draft Façade Rebate Program and current redevelopment initiatives as well as in the formulation of a redevelopment strategy based on the approved Ogden Avenue Corridor Plan. This task will be on an as needed consulting basis and may include meetings with the OAC, EDC, and Council.

PROJECT TERMS:

Lakota shall be compensated with the following professional fees:

Streetscape Improvements:	\$7,565
Phase 1 – Streetscape Inventory	\$7,565
Phase 2 – Conceptual Design (Schematic Level)	tbd
Phase 3 – Design Development	tbd
Phase 4 – Construction Documents	tbd
Phase 5 – Permit & Bid Assistance	tbd
Phase 6 – Construction Observation	tbd
Signage Design (Gateways & Key Corners):	\$36,700
Phase 1 – Conceptual Design (Schematic Level)	
Phase 2 – Design Development	

- Phase 3 – Construction Documents
- Phase 4 – Permit & Bid Assistance
- Phase 5 – Construction Observation

Signage Design (Street & Directional Signs): **\$30,820**

- Phase 1 – Conceptual Design (Schematic Level)
- Phase 2 – Design Development
- Phase 3 – Construction Documents
- Phase 4 – Permit & Bid Assistance
- Phase 5 – Construction Observation

Program-Redevelopment Review **\$3,540**

<i>Total All Four Products/Tasks:</i>	\$78,625
Reimbursable Expenses (7.5% of Total Fee)	\$5,897
TOTAL PROJECT BUDGET	\$84,522

Reimbursable expenses will be billed at 1.1 times direct expense and will include:

- **Travel** (mileage/tolls/parking/cabs/airfare/out-of-region meals & lodging)
- **Delivery** (faxes/postage/messenger/express)
- **Photography** (film/processing)
- **Copying/Reproduction**
- **Computer Plots**
- **Long Distance Communication**
- **Renderings/Models** (if requested by client)
- **Special Supplies** (if extra markers/graphic tape/pantone needed)
- **Miscellaneous** (municipal documents, special reports, data)

Additional services requested of Lakota will be conducted on an hourly basis and billed according to Lakota's current billing rates. If requested, a fee estimate will be provided for a task or an assignment based on a defined work scope.

Hourly Billing Rates (2001):

Senior Principal	\$150
Principal	\$135
Project Manager	\$105
Senior Planner/Urban Designer/Landscape Architect	\$90
Planner/Urban Designer/Landscape Architect	\$75 - \$85
Research/Drafting Staff	\$65
Administrative/Operations Staff	\$50

This agreement does not include: real estate market, financial feasibility, fiscal impact, civil, structural, electrical, traffic, soils or environmental studies/engineering; property surveys; or building design.

This agreement may be terminated by either party 15 days after written notice. Lakota shall be compensated for all services performed up to this date.

Please indicate acceptance of this agreement by signing one copy and returning it to our office listed above. Lakota will begin work after receiving written authorization to proceed via fax, mail or messenger.

The Lakota Group appreciates the opportunity to provide the Village of Downers Grove with Professional Planning and Design Services.

John LaMotte, AICP
Senior Principal

Signature

Printed Name

Title

VILLAGE OF DOWNERS GROVE
Village of Downers Grove
Village Hall
801 Burlington
Downers Grove, Illinois 60515

Date

October 24, 2001
 Lakota Team Task Chart
 Village of Downers Grove
 Ogden Avenue Design Program

The Lakota Group

Work Plan: Streetscape Improvements

	A	B	C	D
PHASE 1: STREETScape INVENTORY				
1.1 Project start meeting/collect base map. (Meeting #1)	3	3		3
1.2 Conduct inventory/assessment of conditions.		8		24
1.3 Prepare analysis map summarizing conditions.		3		16
1.4 DPW Meeting/Determine Streetscape Strategy. (Meeting #2)	3	3		3
1.5 Ogden Avenue Committee Meeting. (Meeting #3)	3			3
PHASE 2: CONCEPTUAL DESIGN (Schematic Level)				
2.1 Review/inventory field conditions in detail.				
2.2 Develop two design concepts with sketches/exhibits.				
2.3 Design Review. (Meeting #4)				
2.4 Prepare Preliminary Streetscape Plan.				
2.5 Prepare materials samples exhibit.				
2.6 Prepare budget outline.				
2.7 Design Review (including funding strategy). (Meeting #5)				
2.8 Refine Preliminary Plan & render/mount exhibit boards.				
2.9 Present Plan and Materials Sample to Council. (Meeting #6)				
PHASE 3: DESIGN DEVELOPMENT				
3.1 Site Visits (as needed).				
3.2 Team Review to further refine issues/details. (Meeting #7)				
3.3 Final Streetscape Plan.				
3.4 Plans, Elevations, and Sections.				
3.5 Preliminary Cost Estimate.				
3.6 Team Review. (Meeting #8)				
PHASE 4: CONSTRUCTION DOCUMENTS				
4.1 Detailed Final Landscape Plan(s).				
4.2 Layout and Dimension Plan(s).				
4.3 Enlarged Planting Area Details.				
4.4 Planting Details, Plant List, Plant Schedules and General Notes.				
4.5 Paving Plan(s) for Special Paver Areas.				
4.6 Site Detail Sheets (planters, fencing, paving, benches, etc.)				
4.7 Related Technical Landscape Specifications.				

4.8 Team Review at 50% complete. (Meeting #9)				
4.9 Cost Estimate Revision.				
4.1 Team Review at 95% complete. (Meeting #10)				
4.11 Final Construction Documents Submission to Village.				
4.12 Plan Revisions (from final Village review)				
PHASE 5: PERMIT & BID ASSISTANCE				
5.1 Permit Set Submission to IDOT.				
5.4 Landscape Construction Bid Package.				
5.5 Pre-Bid Review Meeting. (Meeting #11)				
5.6 Bid Analysis.				
5.7 Landscape Installation Timetable.				
PHASE 6: CONSTRUCTION OBSERVATION				
6.1 Pre-Construction Meeting (Meeting #12).				
6.2 On-site observation (5 to 10 visits).				
6.3 Written Progress Reports (on landscape components).				
6.4 Visit plant nurseries to select/approve materials.				
6.5 Provide interpretations/clarifications.				
6.6 Review/approve material samples/shop drawings.				
6.7 Review/approve contractor information/payments requests.				
6.8 Conduct final on-site inspection.				
6.9 Prepare final punch list.				
TOTAL HOURS BY STAFF:	9	17	0	49
TOTAL FEES BY STAFF:	\$1,350	\$2,295	\$0	\$3,920
TOTAL FEES:	\$7,565			

Work Plan: Sign Design (Gateways & Key Corners)

PHASE 1: CONCEPTUAL DESIGN				
1.1 Review/photo conditions in field.		6		6
1.2 Prepare two design concepts (for 2 gateway/4 corner locations)		6		30
1.3 Team Review (Meeting #1).	3	3		3
PHASE 2: DESIGN DEVELOPMENT				
2.1 Field Check as needed.		4		8
2.2 Preliminary Sign Design including site improvements.		8		60
2.3 Preliminary Cost Estimate.		2		6
2.4 Mock-Up for each Sign Type.		2		12
2.5 Team Review including mock-ups in field. (Meeting #2)	3	3		3
PHASE 3: CONSTRUCTION DOCUMENTS				
3.1 Design Refinement with Engineer. (Meeting #3)		2		24
3.2 Construction Document Preparation.		8		64
3.3 Revised Cost Estimate.		2		4
3.4 Construction Set Review. (Meeting #4)		4		2

3.5 Construction Documents/Specifications Revisions.		2		6
PHASE 4: PERMIT & BID ASSISTANCE				
4.1 Permit Set Submission to Village & State.		2		8
4.3 Landscape Construction Bid Package.		2		8
4.4 Sign Construction Bid Package.		2		6
4.5 Bid Analysis.				4
4.6 Bid Review Meeting. (Meeting #5)		2		2
4.7 Contractor Selection/Timetable.				1
PHASE 5: CONSTRUCTION OBSERVATION				
6.1 Pre-Construction Meeting (Meeting #6).		3		3
6.2 On-site observation (2 to 3 visits).		9		9
6.3 Written Progress Reports.		2		4
6.4 Visit plant nurseries to select/approve materials.				2
6.5 Provide interpretations/clarifications.		2		6
6.6 Review/approve material samples/shop drawings.		2		8
6.7 Review/approve contractor information/payments requests.		2		2
6.8 Conduct final on-site inspection.		4		4
6.9 Prepare final punch list.		4		4
TOTAL HOURS BY STAFF:	6	88	0	299
TOTAL FEES BY STAFF:	\$900	\$11,880	\$0	\$23,920
TOTAL FEES:	\$36,700			

Work Plan: Sign Design (Special Street & Directional Signs)

PHASE 1: CONCEPTUAL DESIGN (completed)				
1.1 Project start meeting. (Meeting #1)		2		
1.2 Review/photo conditions in field.		1		6
1.3 Prepare design concepts		1	3	16
1.4 Team Review (Meeting #2).		3		3
1.5 Refine Concepts & color/render drawings.		1	2	12
1.6 Team Review (Meeting #3).		3		3
PHASE 2: DESIGN DEVELOPMENT				
2.1 Field Check as needed.			4	4
2.2 Preliminary Sign Design including logo.			4	64
2.3 Preliminary Cost Estimate.			2	6
2.4 Mock-Up for each Sign Type.			1	8
2.5 Team Review including mock-ups in field. (Meeting #2)	3	3		3
PHASE 3: CONSTRUCTION DOCUMENTS				
3.1 Design Refinement with Engineer. (Meeting #3)			4	12
3.2 Construction Document Preparation.			2	40
3.3 Revised Cost Estimate.			1	3
3.4 Construction Set Review. (Meeting #4)			2	2
3.5 Construction Documents/Specifications Revisions.			1	12

PHASE 4: PERMIT & BID ASSISTANCE					
4.1	Permit Set Submission to Village & State.		2	6	
4.4	Sign Construction Bid Package.		2	6	
4.5	Bid Analysis.		2	2	
4.6	Bid Review Meeting. (Meeting #5)		2	2	
4.7	Contractor Selection/Timetable.			2	
PHASE 5: CONSTRUCTION OBSERVATION					
6.1	Pre-Construction Meeting (Meeting #6).		2	2	
6.2	On-site observation (2 to 3 visits).		9	9	
6.3	Written Progress Reports.		2	4	
6.4	Provide interpretations/clarifications.		2	6	
6.5	Review/approve material samples/shop drawings.		2	8	
6.6	Review/approve contractor information/payments requests.		2	2	
6.7	Conduct final on-site inspection.		4	4	
6.8	Prepare final punch list.		4	4	
TOTAL HOURS BY STAFF:		14	64	0	251
TOTAL FEES BY STAFF:		\$2,100	\$8,640	\$0	\$20,080
TOTAL FEES:		\$30,820			

Work Plan: Program/Redevelopment Review

1.1	Review/edit draft Façade Program	1			
1.2	EDC Staff Meeting (review proposals/plans)	3			
1.3	Determine Zoning Problems	1		6	
1.4	Staff Meeting (determine development strategy)	3			
1.5	Attend EDC/OAC/Council Meetings Actions	12			
TOTAL HOURS BY STAFF:		20	0	6	0
TOTAL FEES BY STAFF:		\$3,000	\$0	\$540	\$0
TOTAL FEES:		\$3,540			
Project Fee Total:		\$78,625	A. Senior Principal		\$150
Expense Estimate (at 7.5% of Project Fee Total):		\$5,897	B. Principal		\$135
TOTAL PROJECT BUDGET:		\$84,522	C. Senior Planner/Designer		\$90
			D. Planner/Designer		\$80