April 15, 2013

Glen Ellyn Park District
Mr. David Harris
185 Spring Avenue
Glen Ellyn, IL 60137

Ackerman Park Master Plan
Glen Ellyn, Illinois

SCOPE OF WORK

Norris Design has developed the following scope of work to respond to the immediate and long term vision for the Ackerman Park Master Plan.

Task 1 – Project Analysis

1A. Usage Analysis
Norris Design will evaluate current and future field usage at Ackerman Park and other Glen Ellyn Park District parks to determine the existing and future demand on the Park District's primary athletic fields. This analysis will factor primary and secondary user group's game, practice, tournament, and camp usage at each park and will break it down as to how many hours are dedicated to each field for each playing season. This will serve as a guide for future programming, field management and optimal utilization, design and field renovation decisions.

Deliverables include:
A. One (1) meeting with GEPD to gather information to assist with field programming and usage
B. One (1) meeting with Ackerman Park user groups to gather current and projected field usage information
C. Assess future field demand based on projected trends

1B. Level of Service Analysis & Standards
Norris Design will utilize the National Recreation and Park Association (NRPA) and Illinois Association of Park District (IAPD) Level of Service (LOS) guidelines in determining whether Glen Ellyn is meeting suggested “norms” with regard to athletic amenities. Although these guidelines are a starting point, these numbers do not take into account the unique qualities and needs of the Glen Ellyn community.

Norris Design takes a “value-based” approach to the creation of standards and we will incorporate the information gathered in the Usage Analysis to measure the LOS currently being provided to the community. We understand that your community's values do not always correlate with a national or state standard and are committed to creating a plan that addresses the unique needs of Glen Ellyn.
Deliverables include:
A. Analysis of system-wide athletic field and trail amenities
B. Analysis of natural areas within and adjacent to park
C. Level of Service Comparison Chart
D. One (1) meeting with the GEPD to present findings of Usage and LOS Analysis

**Norris Design anticipates three (3) total meetings as a part of Task 1.

Task 2 – Master Plan

2A. Short Term Improvements
In this phase of work, Norris Design will focus on short term improvements of the park to include renovating the athletic fields, field striping plans, and resting schedules. Our team will evaluate at a high level, athletic field design, grading and drainage, irrigation, and potential field lighting. Preliminary estimates for two varying levels of field renovations will be provided as a basis for future design of the improvements and construction documents.

Deliverables include:
A. Schematic athletic field layout for optimal utilization and renovation recommendations
B. Preliminary cost estimates to improve fields to Park District standards for two options
C. One (1) on-site meeting with the project team and Park District Staff for a kick-off walk thru
D. One (1) meeting with Park District Staff to review and present short term improvements

2B. Long Term Visioning
In concert with Task 2A, the Project Team will develop a high level Master Plan design illustrating the long term vision of the park. This plan may include but is not limited to improved parking, athletic field design and layout, pedestrian circulation, trail connectivity to regional and local trails, natural area improvements and programming, Lennox property programming and design opportunities, field lighting, concession maintenance and restroom building locations, and wayfinding signage.

Deliverables include:
A. Develop a Master Plan design to be used as a guide for future park improvements, including both passive and active recreational opportunities
B. One (1) meeting with the Park District and/or Board to present the Master Plan design
C. Revise per feedback from the Park District and render final Master Plan for use in the Master Plan Document

2C. Alternative Funding Resources
Norris Design will identify and make recommendations on how to utilize alternative funding, and public and private partnership opportunities to maximize financial support for the Ackerman Park improvements. Grant funding that may be of interest to the Glen Ellyn Park District include IDNR issued grants including Trails Grants, OSLAD and PARC grants and private funding such as the Cubs Care Program, The Baseball Tomorrow Fund, and The Coca-Cola Foundation.

Deliverables include:
A. Written analysis of State, Federal and Private grants applicable to such improvements proposed at Ackerman Park

2D. Final Master Plan Document

For use as an internal document and guide for future improvements of Ackerman Park, the Project Team will assemble the findings and plans developed in previous tasks to prepare a Final Master Plan for review by the GEPD Staff and Board. Norris Design will furnish the Park District with ten (10) hard copies and two (2) digital copies of the Master Plan Document.

**Norris Design anticipates three (3) total meetings as a part of Task 2.

Optional Task

Task 3 – Public Charrette

Norris Design will attend and administer one public charrette for the Ackerman Park Master Plan to include adjacent neighbors of the park and/or the general Glen Ellyn public. This charrette will include obtaining input from the neighbors regarding desired improvements of the park, design concepts and ideas for new and proposed amenities.

Deliverables include:
A. Attendance at one (1) public design charrette
B. Overview of meeting including notes and schematic design plan illustrating the public's ideas to be included as a part of the Master Plan document.

AGREEMENT QUALIFICATIONS

A. Assumptions
The client shall provide to Norris Design the following information or services as required for performance of the work. Norris Design assumes no responsibility for the accuracy of such information or services and shall not be liable for errors or omissions therein. Should Norris Design be required to provide services in obtaining or coordinating compilation of this information, such services shall be billed as Additional Services. In order to begin work, we may require the following information.

1. Topographic Plan (if available) - generic topographic information may be available and will be obtained by the Project Team if necessary
2. Surveying (if available)
3. Additional maps that support the existing conditions of the park

B. Exclusions
All specific deliverables for this project are identified within the Scope of Work portion of this agreement. The following information is not a part of the agreement and would be provided under a separate agreement or as Additional Services if required.
1. Illustrative Graphics (other than those identified within this agreement)
2. Geotechnical Engineering
3. Structural Engineering
4. Mechanical Engineering
5. Construction Documents
6. Construction Bidding
7. Construction Administration
8. Irrigation Plans

C. Definitions

The following definitions are provided to give clear understanding of terms that may be used to describe the Scope of Work within Tasks listed throughout this agreement.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend</td>
<td>Norris Design will be present at meetings and hearings as described in the task action items</td>
</tr>
<tr>
<td>Review</td>
<td>Analysis of documents necessary to understand the project, provide feedback to the Owner or consultant team and to understand the impacts of the consultant teams work on the services provided by Norris Design</td>
</tr>
<tr>
<td>Assist</td>
<td>Provide input and/or information to the Owner or consultant team to assist them with their work and products</td>
</tr>
<tr>
<td>Develop</td>
<td>Plans, documents and products generated by Norris Design</td>
</tr>
<tr>
<td>Coordinate</td>
<td>Plans, documents, products, people, schedules and information gathered, organized and/or submitted by Norris Design</td>
</tr>
<tr>
<td>Provide</td>
<td>Plans, documents and products made available by Norris Design</td>
</tr>
<tr>
<td>Minor</td>
<td>Revisions requiring less than 25 percent of the original time spent on a drawing, document or total task item</td>
</tr>
<tr>
<td>Revisions</td>
<td></td>
</tr>
</tbody>
</table>

TERMS AND CONDITIONS

A. Standard Terms

1. This agreement is based on the understanding that the client will proceed with the project in an expeditious manner from acceptance of contract terms. If the project is delayed more than one-hundred twenty (120) days from the start of work, it is understood and agreed that the standard hourly rates and the Total Fee may be subject to change requiring a new agreement.

2. Request to perform tasks, acceptance of documents or knowledge by the Client or Client's Representative of work being performed constitutes acceptance of the Scope of Work, Fees Schedule, Agreement Qualifications, Terms and Conditions and Additional Services provisions as identified in this proposal.

3. Norris Design will invoice work on a monthly basis based on work complete

4. Fees for each task are an estimate. Services and fees will not exceed the total contract amount unless agreed upon as additional services.

5. Expenses, including but not limited to printing costs, mileage and other miscellaneous project costs will be billed in addition to the fixed fee at cost plus 10 percent. Mileage will be reimbursed at the Federal
Government allowable rate. Technology expenses related to services provided may be billed at cost, as they are incurred beyond the typical base level required to provide such services.

6. Client agrees to pay all invoiced fees and costs within 30 days of billing.

7. Payment will not be subject to the approval of the project and/or the cash flow status of the project.

8. Past due invoices shall be assessed a 1.5 percent late charge for each month past due. In the event fees and/or costs are not paid when due, Client agrees to pay all costs of collection including reasonable attorney's fees.

9. Norris Design may stop work on the project if fees are not paid and reserves the right to file liens or utilize other legal methods to secure payment.

10. The fees indicated herein are based on the applicable jurisdictional codes. Unless otherwise specified in the terms of this agreement, any request made by the Client to vary, waive or modify existing code requirements may be considered as an additional service requiring additional fees.

11. Revisions exceeding Minor Revisions or additional tasks requested by the Client will be billed at the Standard Hourly rates in addition to the fixed fees or a specific fee will be authorized for the additional work prior to commencement.

12. Any revisions, additional meetings or public hearings not identified in this proposal will be considered additional services.

13. All documents and products developed under this agreement shall remain the property of Norris Design until all fees have been paid in full. Norris Design reserves the right to request the return of any documents or products from the Client, municipal governments or other third party entities if fees have not been paid in full. Norris Design shall retain full ownership of all documents and products that have not been paid for under the terms of this agreement.

14. The Client shall have the rights to utilize documents and products, provided under this agreement, for their intended purpose once all fees have been paid in accordance with this agreement.

15. If the Client utilizes any documents or products covered under this agreement, the Client acknowledges that they have reviewed and understand the information conveyed within said document or product.

16. Norris Design shall not be responsible for any harm to the Client or their successors if documents or products developed under this agreement are utilized in ways that they are not intended. This includes, but is not limited to, preliminary level designs being utilized for entitlement documents, entitlement level documents being utilized for construction and revisions to construction documents that are not performed by Norris Design.

17. Norris Design shall not be responsible for any harm to the Client or their successors if the Client or their successors direct the recipient of any documents or products to deviate from the direction or purpose of the information provided in said document or product.

18. Norris Design shall not be responsible for information provided to Norris Design by the Client or other project team members not subcontracted by Norris Design. Norris Design assumes no responsibility for the accuracy of such information or services and shall not be liable for errors or omissions therein unless specifically contracted to review and verify the accuracy of such information.

19. Norris Design reserves the right to utilize any documents or products developed under this agreement for marketing and promotional purposes. The Client may restrict Norris Design in the use of these documents or products upon written notice to Norris Design prior to development of these documents or products.

20. Either party may terminate this agreement upon 30 days written notice to the other. Upon termination Norris Design will provide Client all task items billed and paid for and Client shall pay all fees and costs for tasks completed at time of termination.
21. If any part of this agreement shall be held unenforceable, the rest of this agreement shall nevertheless remain in full force and effect.

B. Standard Hourly Rates

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>$100.00 - $130.00/ Hour</td>
</tr>
<tr>
<td>Senior Planner/Landscape Architect</td>
<td>$80.00 - $100.00/ Hour</td>
</tr>
<tr>
<td>Planner/Landscape Architect</td>
<td>$65.00 - $80.00/ Hour</td>
</tr>
<tr>
<td>Graphic Designer</td>
<td>$80.00 - $90.00/ Hour</td>
</tr>
<tr>
<td>Photographer</td>
<td>$130.00/ Hour</td>
</tr>
<tr>
<td>IT Specialist</td>
<td>$90.00/ Hour</td>
</tr>
<tr>
<td>Clerical</td>
<td>$65.00/ Hour</td>
</tr>
</tbody>
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C. Fee Schedule

**Task 1 - Project Analysis**
- 1A - Usage Analysis: $2,400.00
- 1B - Level of Service Analysis: $1,300.00

**Task 2 - Master Plan Document**
- 2A - Short Term Improvements: $3,100.00
- 2B - Long Term Visioning: $4,500.00
- 2C - Alternative Funding Resources: $1,200.00
- 2D - Final Master Plan Document: $1,800.00

Total Fee Estimated Not to Exceed (Excluding Expenses which shall not exceed $500): $14,300.00

Optional Task 3 - Public Charrette: $1,200.00

D. Acceptance and Agreement

Norris Design shall provide the services described within the Scope of Work per the Fee Schedule as identified in this proposal. The undersigned shall provide payment based on the Agreement Qualifications and the Terms and Conditions as identified in this proposal.

If the conditions of this contract are acceptable, please sign and return a copy for our files. We look forward to working with you on this project.
Norris Design - IL, LLC

[Signature]
Name
Principal
Title
April 15, 2013
Date

Glen Ellyn Park District

[Signature]
Name
President
Title
4-17-13
Date