

April 9, 2019

Campus Plan: Visioning & Implementation

Riverside, Illinois

Professional Services Agreement between THE LAKOTA GROUP and
RIVERSIDE SCHOOL DISTRICT 96

116 West Illinois Street
Floor 7
Chicago, Illinois 60654
p 312.467.5445
f 312.467.5484

thelakotagroup.com

PROJECT SCOPE:

The following is a professional services proposal for The Lakota Group/Gewalt Hamilton Associates Team to assist with the preparation of a comprehensive Campus Plan for Riverside School District 96. Lakota will be responsible for developing an overall vision of the campus and specific phased improvements that will enhance experiential education and recreation on campus, celebrate community, maximize site opportunities, and provide for long term sustainability, durability, and maintenance. We will work directly with a Steering Committee or other decision-making body, but will also involve key stakeholders including faculty, staff, and students in the process in order to create a holistic design vision as well as implementation strategies that meld educational, recreational, aesthetic, and character issues with functional considerations and budgetary limitations.

DESIGN PROCESS

Our process includes an analysis of existing conditions; engaging maintenance staff and other stakeholders regarding issues and opportunities; generating a range of alternative conceptual site design scenarios; testing them with stakeholders; and refining the plans into a set of desired campus plan design direction(s) that can be implemented in a phased approach. These alternative concept plans will test a range of ideas for open space/landscape areas within/around the campus and specifically at key areas as determined during the process. Additionally, we will evaluate and develop preliminary budgets, timing and long-term phasing strategies to coordinate implementation over time.

For simplicity, organization and meeting deliverable expectations, we have broken our work scope down into three simple phases.

- Phase 1 - Analyze & Engage
- Phase 2 - Envision
- Phase 3 - Implement

Our work scope for each phase and subsequent fee schedule follows. Please note that we have allocated a total of eight meetings for the three-phase process.

PHASE 1: ANALYZE & ENGAGE

- **Task 1: Steering Committee Kick Off Meeting (Meeting #1)**
Conduct a kick-off meeting with the project Steering Committee to discuss project goals, key stakeholders to engage, project process and schedule, and issues and opportunities.
- **Task 2: Project Brand and Project Website**
Develop a simple project brand, which will include a logo and/or tagline for the planning process. The brand will be used for all print materials and on a project-specific website, which

will allow the Riverside School community to track the process, receive updates, and give online feedback. *Updates will be made to the website throughout the process.*

▪ **Task 3: Preliminary Discovery**

Develop a working base map of the site and surrounding area. Review local zoning and other regulations, as well as campus context.

▪ **Task 4: Campus Field Work**

Observe access, circulation, walking/biking patterns, and use of outdoor spaces at three key times of the school day. Note campus character, including architecture, landscape, and recreation.

▪ **Task 5: Traffic Analysis**

Task 5.1: Collect available background information (e.g. historical traffic volume data, intersection and roadway plans, etc.) and observe operations in the vicinity of the L.J. Hauser Junior High School and Central Elementary School Campus for the following peak periods:

- AM arrival period
- Midday use of space for PE and recess
- PM dismissal

Task 5.2: Conduct weekday morning (6:30 to 9:30 AM) and weekday afternoon (2:00 to 6:00 PM) peak period traffic counts at the following intersections:

- Woodside Road @ Kimbark Road / Park Place
- Woodside Road @ School access
- Woodside Road @ Longcommon Road
- Longcommon Road @ Akenside Road
- Akenside Road @ School access
- Akenside Road @ Michaux Road

These time periods were chosen to coincide with the peak hours of operation of the school (start and dismissal times) and the adjacent roadway system. The counts will include vehicles, buses, pedestrians and bicycles. Note: If possible, the counts should be conducted during the Spring so as to ensure that the maximum number of pedestrians and bikes are considered.

District 96 will be closely coordinated with for the scheduling of this task, along with additional traffic and parking data collection efforts as described below. First, to ensure that the selected dates of data collection do not occur on a day of which the typical school hours would be deviated from. Second, the school personnel need to be notified of GHA's presence on the school grounds. This will allow all us to appropriately address any public concern that may be received on these days.

Task 5.3: GHA will obtain available daily traffic counts along the study area roadways from IDOT's website: www.gettingaroundillinois.com and/or other sources.

Task 5.4: GHA will obtain from the Village of Riverside and/or the Illinois Department of Transportation crash reports for the most recent five (5) years for all study intersections.

Task 5.5: Analyses of the study intersections will be conducted to determine the current level of operation / safety issues.

Task 5.6: Consider additional traffic volumes associated with potential growth, as applicable, in student / staff population and/or redistribution of traffic associated with new external roadway connections and/or internal site operation modifications, including student drop-off/pick-up,

bus loading / parking and staff parking areas, as well as the upcoming relocation of the School District offices.

Task 5.7: Conduct intersection capacity analyses at the study intersections under existing and future conditions.

Task 5.8: Determine, and make recommendations for, any roadway / operational improvements, if necessary, such as geometric improvements (such as turn lanes), traffic control improvements, and/or access modifications/restrictions to accommodate existing and future traffic conditions, as well as recommendations under interim (during construction) conditions.

- **Task 6: Parking and Student Drop-off / Pick-up Analysis**

Task 6.1: GHA will coordinate with school officials to review the current parking operations policies. The number of parking spaces for each lot and the designated user shall be defined. Existing concerns and problem areas will also be identified.

Task 6.2: GHA will perform a parking utilization survey to identify the current parking demand rate per student/staff at the school's parking facilities. This survey will provide calculation of a rate representative of the student/employee travel characteristics. To perform the survey, GHA will count the number of occupied parking spaces before, after, and during the three time periods identified; AM arrival, Midday recess, and PM dismissal. On-street and remote parking will also be identified and surveyed to determine the total parking demand. GHA will coordinate with school staff to identify the number of staff/student attendance. Using this data, GHA will calculate the typical weekday parking demand. This rate will be used when calculating future parking demand projections associated with potential growth, as applicable, in student/staff population.

Task 6.3: GHA will project future parking demand based upon factors as developed by the Institute of Transportation Engineers, local parking ordinance and/or local data collected. A comparison will also be made to the parking requirements in accordance with the Village of Riverside Code. Recommendations will be made as to the amount of parking, the assignment of parking and access/circulation of the parking lots. Recommendations also include traffic calming measures where pedestrian activities occur and directional/informational signing.

Task 6.4: Observations will be conducted during the peak morning student arrival and afternoon departure operations to identify current characteristics and operational issues associated with student drop-off and pick-up. Particular attention will be paid to stack capacity and conflict points between passenger cars, buses, pedestrians and bicycles.

Task 6.5: Evaluate pedestrian and bicycle travel routes and circulation and access needs to the school. Recommendations will be identified to safely accommodate pedestrian access to and from school grounds.

- **Task 7: Focus Group Discussions (Meeting #2)**

Engage faculty, staff, administrators, students, and other stakeholders, as appropriate, in a series of stakeholder interviews and focus group discussions over the course of a day. These

meetings will focus on issues and opportunities to gain an understanding from multiple perspectives. Each meeting will last approximately 45 to 50 minutes.

- **Task 8: Open House (Meeting #3)**
Host an Open House to receive input from all stakeholders, including students, parents, faculty, staff, and surrounding residents, to gain an understanding of additional issues and opportunities. Participants will engage in mapping exercises, a visual preference survey, and other interactive exercises designed to solicit feedback in a creative way.
- **Task 9: State of the Campus Report**
Develop a State of the Campus Report, summarizing the analysis, conditions, issues, and opportunities discovered in Phase 1 through engagement and analysis. This document will be a starting point for developing concepts for educational and recreational programming, parking and circulation improvements, and landscape character, as well as identifying the key areas for improvement. This will include site analysis diagrams and narratives that summarize the engagement efforts, opportunities, and challenges.
- **Task 10: Steering Committee Meeting (Meeting #4)**
Review the State of the Campus document with the Steering Committee and revise the summary based on input. (Meeting #3)

PHASE 2: ENVISION

- **Task 11: Schematic/Conceptual Design Concepts**
Develop 3 options for key areas. These areas may include:
 - Recreation fields/courts (locations, sizes, and materials)
 - Outdoor learning opportunities, amenities, and play spaces
 - Parking locations and configurations
 - Campus multimodal access/circulation
 - Student pick up/drop off zones
 - Landscape and site layout improvement
 - Campus signage locations
 - Campus entry/arrival sequence
 - Special feature locations
 - Outdoor seating pockets/gardens
 - Pedestrian paths, walks, and trails
 - Sustainable solutions and Best Management Practices
- **Task 12: Preliminary Improvement Budget Numbers**
These simple order-of-magnitude budget numbers will be used to discuss with the Steering Committee the impact of the costs associated with undertaking and implementing these improvements. Costs will be used to help organize and determine an appropriate phasing strategy and prioritization for the priority areas. These numbers are not meant to be considered final construction numbers but are rather for planning and design direction purposes as we refine the concepts into a Final Campus Plan.
- **Task 13: Review Meeting (Meeting #5)**
Meet with Steering Committee to review the concepts and preliminary budget numbers, as well as discuss the next steps.

- **Task 14: Campus Open House (Meeting #6)**
Facilitate a second Campus Open House that invites the school community, including students, parents, faculty, staff, and surrounding residents to review concepts. Surveys and exercises will be designed for participants to provide input on the draft concepts and to help shape the final plan.

PHASE 3: IMPLEMENT

- **Task 15: Refined Overall Preferred Campus Plan**
Overall plan document with preferred concepts, including plan drawings, prioritization of projects, and cost estimates. Our team will refine and begin to develop a Preliminary Campus/Landscape Plan for the overall campus. This will lay out and depict the general site and landscape design ideas and elements within the overall campus and at the specific priority area initiatives and will be used for the next level of review and costing. Recommendations for prioritization of projects and suggestions for short- and long-term landscape maintenance improvements will also be developed.
- **Task 16: Final Review with Steering Committee (Meeting #7)**
Review the Campus Plan document with the Steering Committee. Minor revisions will be made to the document based on feedback.
- **Task 17: Professional Illustration of Preferred Site Vision**
Develop a 3D rendering using Sketchup and Lumion to depict the overall campus vision. A view will be selected in discussions with the Steering Committee.
- **Task 18: School Board Presentation (Meeting #8)**
Present the final Campus Plan to the School Board.

FEE SCHEDULE:

The above services will be provided on a lump sum basis with a not to exceed fee of **\$56,050** plus reimbursable expenses.

Total Professional Fees by Phase are as follows:

Professional Fees by Phase	
Phase 1: Engage & Analyze	\$ 27,760
Lakota	\$ 10,260
Gewalt Hamilton	\$ 17,500
Phase 2: Envision	\$ 17,060
Lakota	\$ 13,360
Gewalt Hamilton	\$ 3,700
Phase 3: Implement	\$ 11,230
Lakota	\$ 9,130
Gewalt Hamilton	\$ 2,100
Professional Fee Total	\$ 56,050
Expenses	\$ 2,800
Total	\$ 58,850

Total Professional Fees by Firm

The Lakota Group	\$ 32,750
Gewalt Hamilton Associates	\$ 24,100

Any additional services requested of Lakota beyond those listed above will be conducted on an hourly basis and billed per Lakota's current billing rates below. If requested, a fee estimate will be provided for a task or an assignment based on a defined work scope.

Lakota Billing Rates (2019):

President	\$310
Principal	\$270
Vice President	\$235
Senior Associate	\$195
Project Planner/Designer/Manager	\$170
Planner/Urban Designer/Landscape Architect	\$135
Research/Operations Staff	\$95

GHA Billing Rates (2019):

Principal	\$208
Civil Engineer I-VI	\$124 - \$178
Engineering Technician I - V	\$78 - \$174
Administrative	\$64

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

- Travel for field work/site visits to review landscape installation (mileage/tolls/parking/cabs/airfare/out-of-region meals & lodging)
- Delivery (faxes/postage/messenger/express)
- Copying/Reproduction
- Computer plots
- Long distance communication
- Renderings/Models (if requested by Client)
- Special supplies (if extra markers/graphics needed)
- Miscellaneous (municipal documents, special reports, data)

ADDITIONAL TERMS:

EXCLUSIONS:

Services or meetings not outlined in the project scope or project tasks will be considered additional services. If conditions arise during the performance of the outlined services that require additional services Lakota will notify Riverside School District 96 promptly. This proposal does not include the following tasks:

- Tree survey (by civil engineer or arborist)
- Landscape Design (additional services if requested)
- Detailed Architectural/Landscape Architectural Construction Documents (later phase)
- Civil, structural, utility, soils or environmental studies/engineering (by others as needed)
- Property or legal surveys (by surveyor)
- Public entitlement process with the municipality
- Illustrative graphics (other than those identified in this proposal)
- Major revisions are not included in this scope of services. Revisions exceeding 25 percent of the original time spent on the document or task are considered major revisions. Minor

revisions requiring less than 25 percent of the original time spent on the document or task are included as part of this agreement.

MISCELLANEOUS TERMS:

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

Either party may terminate this agreement 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 email.

The Lakota Group appreciates the opportunity to provide Riverside School District 96 with Professional Planning and Design Services.

Scott Freres, PLA, ASLA
President
The Lakota Group



Signature

Daniel Hunt

Printed Name

BOE President

Title

6/26/2019

Date