

RESOLUTION NO. 2017 - 20

**A Resolution Authorizing the City of Kankakee to
Consult the Services of Hitchcock Design Group**

WHEREAS, the City of Kankakee is currently pursuing the consideration of a Riverfront redevelopment strategy within its municipal boundaries; and

WHEREAS, the City of Kankakee has sought the assistance of Hitchcock Design Group to assist the City in their efforts to better promote, develop and utilize its riverfront; and

WHEREAS, the City of Kankakee recognizes the need to utilize the riverfront development experience of the Hitchcock Design Group to assist the City in its efforts to utilize the Kankakee River to promote neighborhood revitalization, commercial development and overall economic sustainability for the community; and

WHEREAS, the City of Kankakee would like to contract the consulting services of the Hitchcock Design Group to complete all preliminary planning, design and engineering services for the Kankakee Riverfront as identified in their proposal dated September 18, 2017 and attached hereto; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL:

SECTION 1: that the Kankakee City Council formally adopts this resolution authorizing the City of Kankakee to contract the consulting services of Hitchcock Design Group to complete all preliminary planning, design and engineering services for the Kankakee Riverfront as identified in their proposal dated September 18, 2017 and attached hereto; and

SECTION 2: this resolution shall be in full force and effect from and after its passage, of its approval in the manner provided by law.

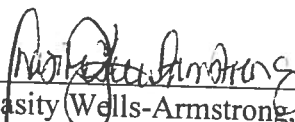
PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF KANKAKEE,
KANKAKEE COUNTY, ILLINOIS, THIS 18TH DAY OF SEPTEMBER 2017.

6: AYES

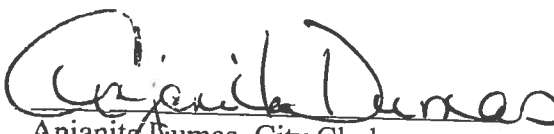
4: NAYS

2: ABSENT

2: ABSTAIN


Chasity Wells-Armstrong, Mayor

ATTEST:


Anjanita Dumas, City Clerk



Professional Service Agreement

This agreement (Agreement) between Hitchcock Design, Inc., an Illinois corporation doing business as **Hitchcock Design Group (HDG)**, 225 West Jefferson Avenue; Naperville, Illinois 60540 and **City of Kankakee (Client)**, is entered into on September 18, 2017, and includes eight parts: Project Description, Project Team, Scope of Services, Schedule, Compensation and Payment, Client Responsibilities, Additional Conditions and Acceptance.

PART ONE: PROJECT DESCRIPTION

Prepare and Opportunity Analysis, Riverfront Strategy, and Master Plan, including an ITEP application, for the Kankakee Riverfront within the attached study area boundaries.

PART TWO: PROJECT TEAM

Project Leaders: Rick Hitchcock, HDG
Project Manager: Lacey Lawrence, HDG
Project Designer: Craig Farnsworth, HDG
Market Economics: Dan, Martin, Market and Feasibility Advisors
Water Recreation: Scott Shipley, S2O Design and Engineering
Survey, Civil and Water Resources Engineering: Piggush Engineering, Inc.

PART THREE: BASIC SERVICES

The attached Scope of Services is made a part of this Agreement.

PART FOUR: SCHEDULE

The attached Preliminary Schedule is made a part of this Agreement and may be updated from time to time as the project advances.

PART FIVE: COMPENSATION AND PAYMENT

Fee Type and Amount

Client agrees to compensate HDG for the Authorized Scope of Services described in Part Three of this Agreement as follows:

Opportunity Analysis	Fixed Fee,	\$220,200.00
Preferred Strategy	Fixed Fee,	\$99,100.00
Master Plan	Fixed Fee,	\$65,700.00
Total Professional Fees:		\$385,000.00
Additional PH 1 Assessments	Fixed Fee Each,	\$2,400.00
Asbestos or lead paint sampling	Each	\$950.00

Authorized Additional Services

If circumstances arise during HDG's performance of its Scope of Services that require additional services, HDG will notify Client about the nature, extent and probable additional cost of the additional services, and perform only such additional services following Client's written authorization. Client agrees to compensate HDG for Authorized Additional Services in addition to the fee for the Authorized Scope of Services.

225 W. Jefferson Avenue
Naperville, Illinois 60540
630.961.1787

hitchcockdesigngroup.com

**Reimbursable Expenses**

Incidental printing costs, scheduled travel (including 2 S2O visits), and deliverables identified in the Scope of Services are included in the fee. In addition to the fees for the Authorized Scope of Services and Authorized Additional Services, Client agrees to compensate HDG for delivery, unscheduled travel (including unanticipated S2O visits), and deliverable reproduction expenses at 115% of HDG's actual cost. Mileage is calculated at the current IRS reimbursable rate.

Standard Rates

The attached Billing Rates are made a part of this Agreement.

Payment*Invoices*

Each month, HDG will provide an invoice (by email to you and your accounting professional, and by mail to you) that describes the invoice period, the services rendered, fees and expenses due, payment due date, billing history and other appropriate information. Invoices for fixed fees will describe the percentage of the services completed. Invoices for hourly fees will describe the tasks, hours and hourly rates for the services completed.

Progress Payments

Client agrees to promptly review HDG invoices and make full payment for Authorized Scope of Services, Authorized Additional Services and Reimbursable Expenses. Payment of each invoice is due upon receipt, and will be past due if not paid in full within 45 days of the invoice date. If Client objects to any portion of the invoice, Client agrees to notify HDG, in writing, within 7 days of receipt regarding the Client's objection and pay the undisputed invoice amount in accordance with this Agreement.

Interest and Collection Costs

Client agrees to pay a finance charge of 1½% per month on unpaid account balances that are past due. In the event that HDG must retain an attorney to enforce Client's payment obligations, Client agrees to pay HDG's reasonable attorneys' fees and costs, regardless of whether suit is filed.

PART SIX: CLIENT RESPONSIBILITIES**Representation**

Client agrees to designate a representative authorized to act on its behalf. HDG will direct communications to Client through its designated representative. Client agrees to communicate with HDG's project manager in a timely manner in order to expediently advance HDG services.

Program Requirements

Client agrees to provide customary program requirements for the project, including objectives, standards and criteria, schedule, process, communications and budget.

Existing Conditions

Client agrees to provide current information regarding the existing conditions for the project area, including: boundary, legal description, ownership, easements and restrictions; topography and benchmark; soils, utilities, hydrology/wetlands, vegetation, land uses, archeology, traffic. HDG is entitled to rely on the accuracy and completeness of the information provided.

Access

Client agrees to provide HDG and its sub consultants access to the property for observation.

**Specialized Consultation**

Client agrees to provide the services of specialized consultants, not identified on the Project Team, when they are needed to meet Client's project program requirements.

Changed Conditions

Client agrees to promptly notify HDG in writing of any condition, event or circumstance that may affect the performance of our services.

Financing

Client agrees to compensate HDG regardless of Client's ability to secure loans, mortgages, additional equity, grants or other supplementary financing for the project. If requested, Client agrees to provide evidence that Client is capable of paying for the services described in this Agreement.

Permits

Unless specifically described in HDG's Basic Services, Client agrees to obtain and pay for all necessary permits from authorities with jurisdiction over the Project.

Delay

Client agrees to comply with Part Six of this Agreement and to render decisions in a timely manner so as not to delay the orderly and sequential progress of our services.

Client Expense

Client agrees to comply with Part Six of this Agreement at its own expense.

PART SEVEN: ADDITIONAL CONDITIONS**Standard of Care**

HDG will perform the Authorized Scope of Services and Authorized Additional Services in accordance with generally accepted standards of ordinary and reasonable skill exercised by landscape architects and planners at the time and location such services are rendered.

Suspension of Services

If Client has not paid HDG's invoice within 90 days of the invoice date, or if Client has an open aggregate account balance of more than \$100,000 or 25% of our fees, whichever is less, HDG may suspend services under this Agreement by providing 7 days written notice to Client. HDG shall have no liability because of such suspension of services. If either party to this Agreement suspends services for more than 30 consecutive days, Client agrees to compensate HDG for services performed prior to notice of such suspension, and when the Project is resumed, compensate HDG for costs incurred during the interruption and resumption of services. Client further agrees to equitably adjust HDG's schedule and fees for the remaining services.

Termination of Services

Either party may terminate this Agreement upon not less than seven days written notice should the other party fail to substantially perform in accordance with the terms of this Agreement through no fault of the terminating party. Client may terminate this agreement for its convenience and without cause by providing not less than seven days written notice. If Client terminates this Agreement for its convenience and without cause, Client agrees to compensate HDG for services performed prior to the termination, together with Reimbursable Expenses and Authorized Additional services.

Ownership of Documents

HDG retains the ownership of documents prepared by us as instruments of service. Upon payment of outstanding invoices related to this Agreement, Client is granted a non-exclusive, non-revocable license to use the documents, or copies of the documents, created during the performance of HDG's



services for reference, marketing and operation of the project. However, HDG retains the exclusive copyright to the plans, designs and information contained on the documents and all other use of the documents is expressly prohibited except when granted, in writing, by HDG. Client agrees to defend and hold HDG harmless from any claim arising from the alleged damages as a consequence of re-use or unauthorized use of the documents. If HDG provides any documents in digital format, at Client's direction, HDG cannot and does not represent, warrant or take any responsibility for the proper operation, compatibility or use of any third party software products or the media on which the documents are transmitted, including but not limited to software, memory devices or transmission by electronic mail.

Credit

Client agrees to give HDG proper credit for its professional services in Client's official communications, published articles, and temporary project identification signage.

Risk Allocation and Indemnity

HDG is responsible only for the Scope of Services authorized in this Agreement. Client may choose to modify HDG's deliverables at Client's risk. Client agrees to defend, indemnify and hold HDG harmless for damages, which may occur as a result of modifications made to our deliverables by others without our authorization, or for damages, which may occur because of the improper or negligent work of others.

Client agrees to indemnify and hold HDG harmless for any delay in the performance or progress of the project, or for any costs or damages sustained by Client resulting from such delay caused by any act or neglect by Client or Client's representatives, or by any third party acting on Client's behalf, or by changes ordered in the project as a result of any regulatory authority, or riot or civil commotion, or by any other cause beyond HDG's control. In the event of such delay, HDG will proceed with due diligence to alleviate the delay and continue the performance of its obligations under this contract. Client further agrees to indemnify and hold HDG harmless from delays or losses experienced by Client or others resulting from the discovery of concealed conditions, which require additional professional services, disposal, mitigation, or other remedial action. Client also agrees to indemnify and hold HDG harmless from delays or losses experienced by Client or others, which result from the discovery of hazardous wastes, and contaminants or pollutants, which require remedial design, mitigation, or other remedial action. When such discovery warrants the need for additional professional services by HDG, those services will be considered additional services.

HDG agrees to indemnify and hold harmless the Client against damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the negligent performance of HDG and its sub consultants.

Limitation of Liability

Client agrees to limit any claim made against HDG to the amount of compensation actually paid to HDG under this Agreement, or \$1,000,000, whichever is less. This limitation of liability applies to all claims including, breach of contract, torts or any other theory.

Insurance

HDG maintains General Liability, Worker's Compensation, Automobile Liability and Professional Liability Insurance at all times. Certificates of Insurance are available on request.

Waiver of Subrogation

Both parties to this Agreement waive the right of subrogation for damages covered by property insurance.



Quantity and Cost Opinion

HDG has no control over the cost of labor, materials, and equipment or the services of others. HDG provides quantity summaries and opinions of probable cost based on its professional judgment, familiarity with the construction industry, and on recent, comparable bidding results. Consequently, HDG does not guarantee the accuracy or thoroughness of its quantity summaries or opinions of probable cost. HDG approximates certain quantities and/or costs for Client's convenience. The Contractor is responsible for determining actual quantities and providing sufficient labor, services, equipment, and materials to complete the work as drawn and specified.

Construction Phase Limitations

HDG will not supervise, direct, or control the Contractor's work. HDG has no authority or responsibility for the methods, techniques, or sequencing of construction, or for the safety or welfare of the Contractor's forces. Accordingly, HDG does not guarantee the performance of the Contractor. HDG will provide Certification or other opinions of the Contractor's work based on HDG's observations and data supplied to us by the Contractor. Client acknowledges that HDG will not make continuous or exhaustive observations of the work and that HDG's recommendations for preliminary acceptance of partially or substantially completed work do not assure the final acceptance of work that may, subsequently, found to be defective.

Third Party Approvals

HDG will work diligently to help Client secure approvals from the appropriate regulatory authorities related to the services specified in this Agreement. However, HDG cannot guarantee the approval of the project by any regulatory agency or third party. Client agrees to compensate HDG for our professional services regardless of the outcome of Client's applications for approval by others.

Dispute Resolution

Both parties agree to submit disputes arising out of this Agreement or relating to the services outlined in the Agreement to non-binding mediation with a mutually agreed upon mediator before initiating any litigation. Demand for mediation shall be made by written request to the other party. A party shall make a demand for mediation within a reasonable time after a claim or dispute arises, and both parties agree to mediate in good faith. Mediation fees shall be shared equally.

In the event that mediation does not resolve the dispute(s) within 90 days of demand, either party may pursue its rights through litigation in a court of appropriate jurisdiction. In any proceeding following unsuccessful mediation, the substantially prevailing party shall be entitled as part of any money judgment, in addition to such other relief as may be granted, to a reasonable sum for reimbursement of attorneys' fees and costs.

Choice of Law

This Agreement is governed by the laws of the County of DuPage and the State of Illinois.

Authorization

If HDG is authorized to commence and/or continue providing services, either orally or in writing, prior to the execution of this Agreement, such authorization will be deemed an acceptance of this Agreement. If so authorized, Client agrees to compensate HDG for such services in accordance with these terms and conditions as though this Agreement were fully executed by both parties.

Extent

This contract constitutes the entire agreement between HDG and Client. It supersedes all previous written or oral understandings. It can be supplemented, or amended, only by the execution of a new written agreement.



September 18, 2017
City of Kankakee, Kankakee Riverfront
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PART EIGHT: ACCEPTANCE

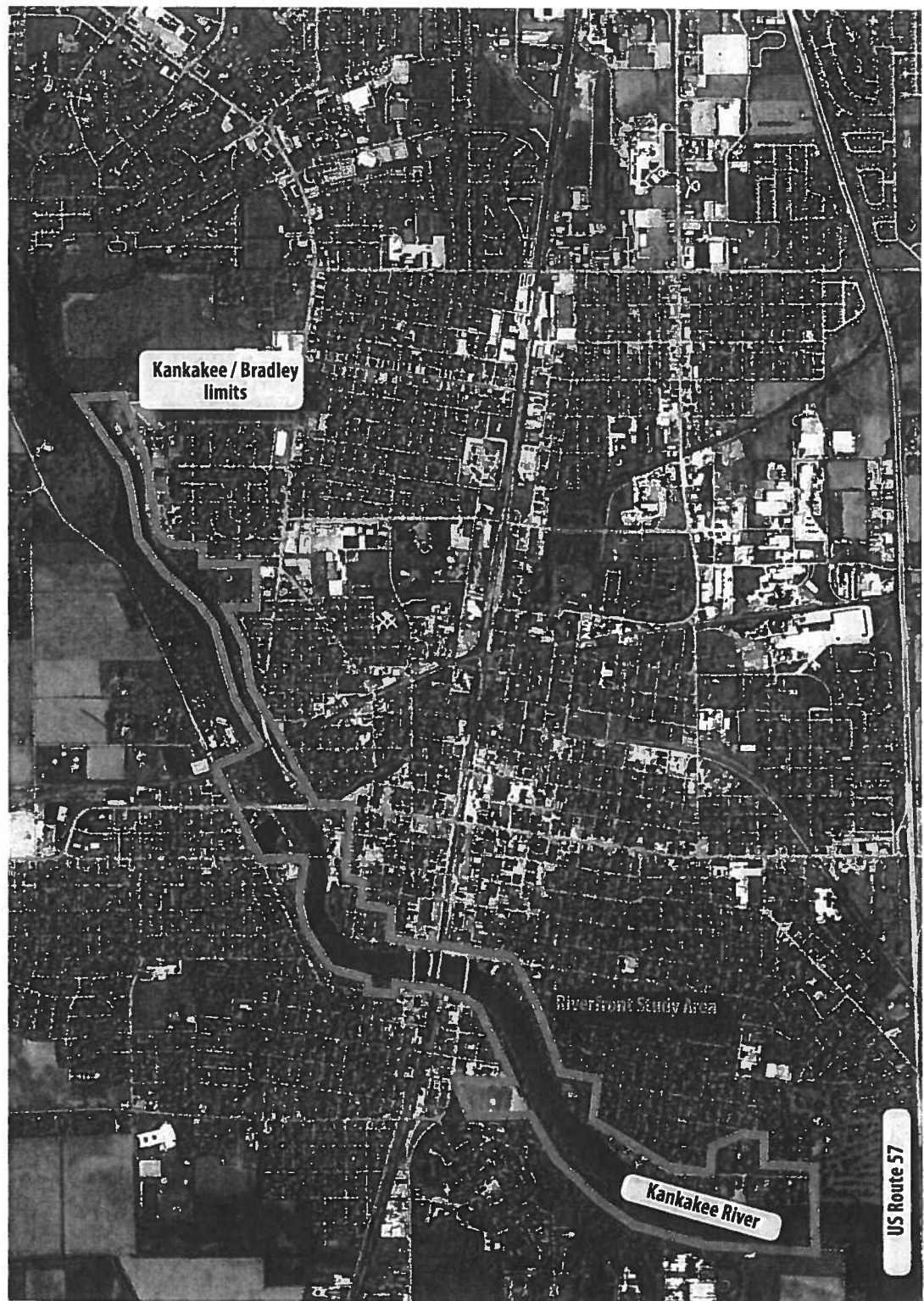
Please sign and return this Agreement. A countersigned agreement will be returned to you.

Accepted: _____
Chasity Wells-Armstrong, Mayor,
City of Kankakee, Illinois

Accepted: _____
Richard G. Hitchcock, President
Hitchcock Design Group

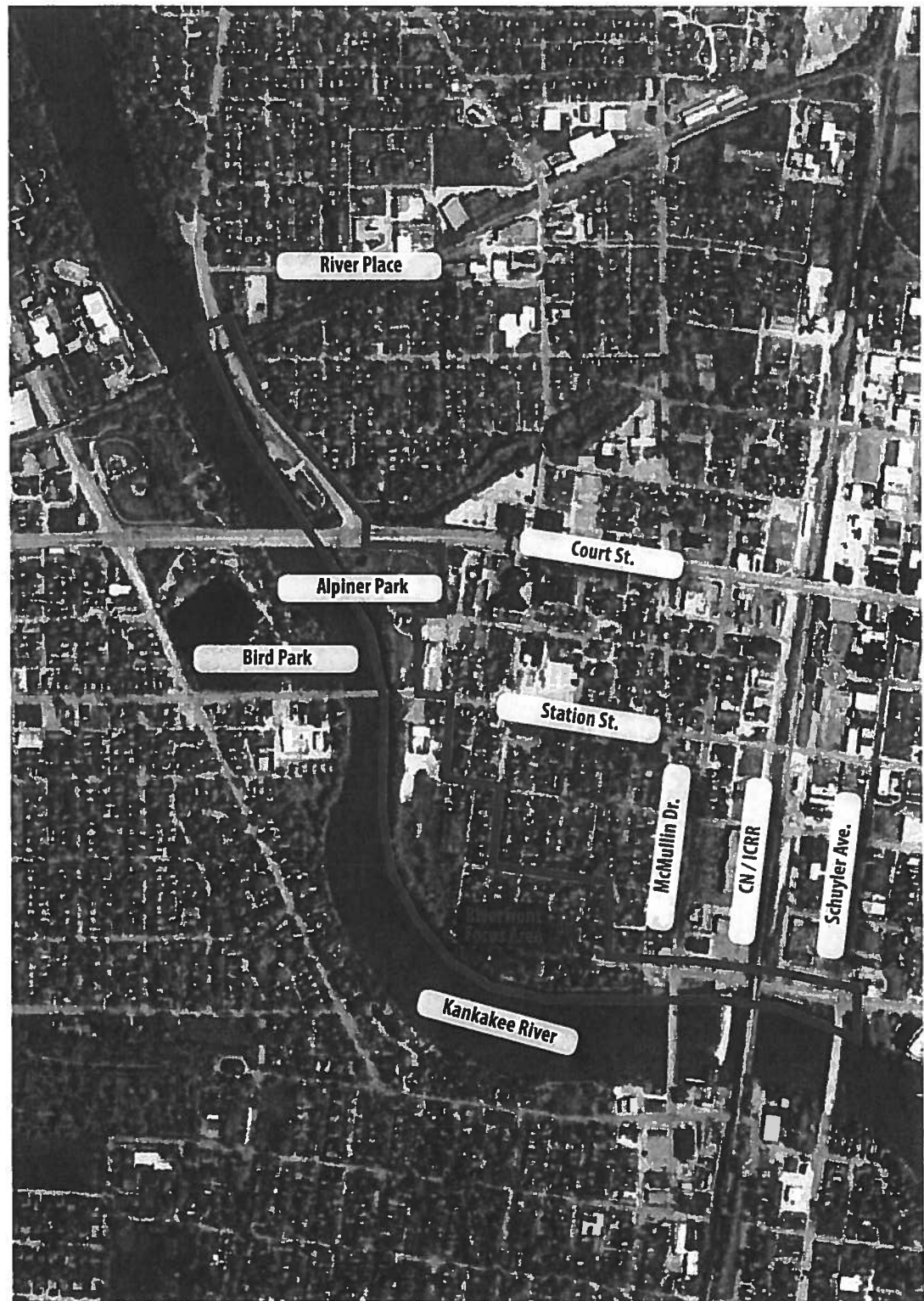


Riverfront Study Area





Riverfront Focus Area





Scope of Services

A. Opportunity Analysis

Objective: Identify the issues and the most promising opportunities to meet the City's river and riverfront objectives based on the characteristics of the existing marketplace, its natural, physical, cultural and financial resources, and the requirements of a variety of related stakeholders.

Process: Specifically, for the entire riverfront, the riverfront focus area and surrounding neighborhoods, the consultant team will:

1. In advance of the kick-off meeting, prepare and submit a:
 - a. Professional Services Agreement
 - b. Draft **Public Outreach Plan** including:
 - i. Project Synopsis (purpose, sponsors, map, consultants, anticipated deliverable, preliminary completion date, web links, contact person)
 - ii. Public engagement strategy, tools, protocol
 - iii. Potential Riverfront Task Force members
 - iv. Draft Project Website content (synopsis, schedule, photos, survey, etc. for city management)
 - v. Draft Consumer Behavior Survey questions
 - vi. Preliminary schedule
 - c. **Request for Information** from staff including digital files or links to:
 - i. GIS maps, data, plans and reports and other resources identified in tasks 3, 4 and 5
 - ii. Project stakeholders, affiliations, contact information
 - iii. Riverfront Task Force members, affiliations, contact information
 - iv. Information to launch Project Website (contacts, photos, links, etc.)
 - v. Other
2. (Mtg. #1a and b) During a half-day site visit:
 - a. Facilitate an administrative kick-off meeting with the mayor and staff to review the Draft Public Outreach Plan, Request for Information, and:
 - i. Geographic study area limits
 - ii. Goals and objectives
 - iii. Regulations, standards and best practices
 - iv. Comparable study areas
 - v. Time period (3, 5, 10 years)
 - vi. Scope of Services and deliverables
 - vii. Consultant team and client team representatives and roles
 - viii. Logistics for interviews and workshops
 - ix. Invoicing and payment process
 - b. Immediately following the meeting, walk the smaller scale study area and drive the larger scale study area with staff to observe, photograph and gather first hand opinions about readily apparent conditions and patterns of use.
3. Prepare **Public Communication Tools** including:
 - a. Contact List (community/neighborhood leaders, key stakeholders, media)
 - b. Project Website (collaborate with city staff to create community information and opinion exchange platform linked to City's web site that includes project synopsis, schedule, announcements, related links, contacts, survey(s) and authorized deliverables)
 - c. Social Media Outlets managed by city staff
 - d. Consumer Behavior Survey (tested questions expected to garner at least 600 responses to obtain primary data regarding study area patronage and perception, comparable/competitive areas, potential uses, optional contact information)



- e. Workshop Poster and Invitation (project description and major event announcements)
 - f. Initial Press Release (collaborate with city staff re: project synopsis, online engagement platform and survey announcement, future event information, contact info)
4. (Teleconference) Review the Public Communication Tools with staff and confirm:
 - a. Project Website launch, publicity, duration
 - b. Consumer Behavior Survey questions, launch, publicity and close dates
 - c. Workshop objectives, logistics, dates, agendas and publicity
 - d. The list of stakeholder and workshop participants to be invited by staff
 5. Collect and review previously prepared plans, maps and reports such as:
 - a. GIS mapping and data
 - b. Comprehensive Plan
 - c. Sub-area plans
 - d. Community branding and placemaking
 - e. Private sector development plans
 6. Collect and review readily available data about existing and proposed physical, cultural and financial resources such as:
 - a. Private property ownership, sizes, uses, zoning and condition
 - b. Public property ownership, sizes, uses and condition
 - c. Hydrology and storm water management
 - d. Contaminated or degraded sites, location, size, condition and status
 - e. Historically significant sites and structures
 - f. Motorist, pedestrian and bicycle circulation routes, facilities, usage and condition
 - g. Railroad usage and condition
 - h. On and off-street parking spaces, capacity, locations, ownership, regulation, condition and usage
 - i. Sewer, water, wastewater and other utility infrastructure, location, capacity and condition
 - j. Brand history, strategy, communication tools and wayfinding
 - k. Assessed property values, tax rates, sales and property tax revenues
 - l. Capital improvement plan and budgets
 - m. TIF, SSA and / or other financial tools in place or available
 - n. Applicable regional, state and / or national grants
 7. Collect and review applicable jurisdictional information such as:
 - a. Zoning and development ordinances
 - b. Storm water management regulations
 - c. Parking regulations
 - d. Railroad regulations
 - e. Open space and recreation standards
 8. Based on available tourism data, collect and analyze the local and visitor market for the riverfront including:
 - a. Current market size
 - b. Typical motivations for visit
 - c. Typical party composition
 - d. Seasonality
 - e. Activity analysis for a typical visitor (what are this visitor's activity choices by time of day)
 - f. Origin market geographic distribution (and the facilities they have in home markets)
 - g. Historic growth
 - h. Visitor characteristics
 - i. Activity preferences and activity notes



9. Profile and evaluate available information on river-based and riverfront facilities for comparable regional and national study areas. Prepare a list of the key characteristics for successful downtown riverfronts and compare to the Kankakee riverfront including:
 - a. Proximity to users
 - b. Proximity to overnight accommodations
 - c. Topography and natural amenities
 - d. Physical limitations and constraints
 - e. Relationships to surrounding uses
10. Inventory and process the collected data. Prepare and submit:
 - a. **Base Maps** for the riverfront and riverfront focus areas,
 - b. A three dimensional, **Digital Massing Model** of the riverfront focus area
 - c. A draft **Opportunity Analysis** presentation graphically summarizing the existing resource, jurisdictional and market conditions (including preliminary survey data interpretation)
 - d. Updated Public Communications Tools including a workshop Press Release
11. (Mtg. #2) Review the submittals with staff and coordinate services to be completed by staff including:
 - a. Workshop invitations and publicity
 - b. Workshop logistics and hospitality
 - c. Deliverables authorized for publication on the Project Website
12. Finalize workshop materials
13. (Mtgs. #3a, b and c) On the first day of a 2-day series of on-site events:
 - a. Conduct a kick-off meeting with the Riverfront Task Force to introduce the project and gather first impressions about the expected outcomes.
 - b. Beginning the morning of the first day and continuing until late afternoon, interview approximately 25 selected stakeholders during a series of confidential back-to-back meetings, scheduled by staff, to identify existing behaviors, operational issues, development plans, regulations, procedures, attitudes and opinions about the history, image, culture, hospitality and development potential of the study area. Interview candidates should include representatives from the following stakeholder groups:
 - i. Riverfront Task Force members
 - ii. Elected and appointed officials
 - iii. Recreation leaders
 - iv. Selected property owners
 - v. Business or property owner organization leaders
 - vi. Local residential and commercial real estate brokers
 - vii. Local and regional real estate developers
 - viii. Local lenders and financial leaders
 - ix. Boating and paddling club leaders
 - x. Other constituent or special interest groups
 - c. On the evening of the first day, facilitate a workshop with invited stakeholders and the general public to introduce the project, review the Draft Opportunity Analysis, confirm existing stakeholder behaviors and attitudes, and brainstorm desired outcomes. Record attendance and outcomes.
14. (Mtg. #4) Beginning the morning of the second day, confirm the preliminary goals, objectives, special considerations, and initial opportunities with staff. Brainstorm and



advance promising opportunities during the day and collaborate with the Riverfront Task Force at the conclusion of the event to identify priority opportunities to advance into the next phase.

15. Prepare a **Boundary Survey** for the riverfront focus area (see map), based on the English system, identifying:
 - a. Property lines
 - b. Rights-of-way
 - c. Easements
 - d. Property ownership
16. For the riverfront focus area;
 - a. Conduct and prepare a **Wetland Delineation Report** for the smaller scale area using USACE Wetland Delineation Manual methodology
 - b. Tag and identify the size, species and condition of significant trees
17. Prepare a **Topographic Survey** for the riverfront focus area, based on the English system, establishing horizontal and vertical control and locating natural features and manmade improvements including:
 - e. Bench marks visible from project area (FEMA and City Datum)
 - f. Contours at one-foot intervals
 - g. Recorded rights of way, easements, property lines
 - h. Buildings (thresholds and finish floor) and other structures
 - i. Curbs, walks, roadways, drives, lights, signals, walls and fencing
 - j. Underground water, storm and sanitary utilities including size, type, structures, grates and inverts
 - k. Above and below ground power and communication utilities
 - l. Jurisdictional wetlands
 - m. Normal water level, at time of survey, including:
 - 1) Top and bottom of bank
 - 2) Shoreline (NWL)
 - 3) Bottom of river bed within 50' of shoreline
 - n. Tagged and numbered trees
 - o. Other pedestrian amenities
18. Prepare an **Phase I Environmental Assessment** for 24 properties within the riverfront focus area in accordance with ASTM E1527-13 and EPA criteria. Determine if past or present uses warrant additional investigation. Additional assessments or additional investigation will be considered Additional Services.
19. Define and evaluate the NWL, 2-, 5-, 10- and 100-year floodplain and the floodway by establishing a baseline existing conditions and modified existing conditions **Hydraulic Model** using a HEC-RES program.
20. Finalize and submit a concise **Opportunity Analysis** including:
 - a. Executive Summary (goals, timeframe, objectives, priority opportunity and special considerations)
 - b. Project background (purpose, expectations, process, schedule, summary of previous reports)
 - c. Market profile (consumer profile, spending power, over-under represented uses, potential markets, target market position and implications)
 - d. Resource profile (existing natural, structural, cultural, financial resources and implications)
 - e. Stakeholder profile (owner, tenant, user, jurisdictional interests and implications)



- f. Workshop results, including priority improvement/redevelopment opportunities
- g. Consumer Behavior Survey results (appendix)

21. (Teleconference) Review the Opportunity Analysis with staff and coordinate staff publication of authorized deliverables on the Project Website.

Deliverables: **Public Outreach Plan**, **Request for Information** (PDF file); **Wetland Delineation Report** (PDF file); **Boundary and Topographic Surveys** (sizes tbd, DWG and PDF files); **Base Maps** (sizes, tbd, DWG and PDF files); **Phase I Environmental Assessment** (24 Assessments, PDF file); **Hydraulic Model** (HEC-RAS and PDF files); **Digital Massing Model** (SKB file); **Project Communication Tools** (one, web-based Consumer Behavior Survey tool such as *Survey Monkey*; letter-size Poster PDF file; Invitation PDF file); **Draft and Final Opportunity Analysis** (PDF and PPT files)

B. Preferred Riverfront Strategy

Objective: Reach consensus on an overall riverfront strategy, the most promising private sector redevelopment and public-sector improvement opportunities, and preliminary implementation recommendations.

Process: Based on the results of the Opportunity Analysis, the consultant team will:

1. Prepare and submit a draft **Riverfront Strategy Statement** that identifies an integrated approach to achieving the consensus project goal and objectives including:
 - a. (A) logical time horizon(s)
 - b. A target market (brand) position
 - c. Market-supported commercial, institutional and public attractions (primary destinations)
 - d. Complementary, market-supported commercial, residential, institutional and public land uses (secondary destinations)
 - e. Multi-modal mobility requirements to activate and connect river and riverfront uses
 - f. Other promising opportunities to strengthen visitor and resident hospitality
2. (Teleconference) Review our recommendations with the mayor and staff.
3. Refine the Strategy Statement. Prepare **Alternative Riverfront Framework Plans** for the riverfront and riverfront focus areas that illustrate the type and approximate location, scale and quantity of existing and proposed:
 - a. Pedestrian, bicycle, vehicular, transit and in-water connections
 - b. Commercial, residential, institutional, public and mixed land uses and activities
4. (Mtg. #5) Review our recommendations with the Riverfront Task Force. Identify a preferred framework.
5. Further refine the Strategy Statement and a preferred Framework Plan. Prepare **Preliminary Riverwalk Character Plans** that illustrates the type, scale and appearance of public and private investments including:
 - a. Riverwalk, adjacent streets and other public spaces
 - b. In-water features such as dam modification
 - c. Adjacent private sector development in the riverfront focus area
6. Using the base Hydraulic Model, evaluate riverfront focus area concepts to determine potential hydraulic impacts, regulatory compliance, and storm water management strategies. Refine recommendations, as necessary, to facilitate regulatory compliance.
7. (Mtg. #6) Review our recommendations with the Riverfront Task Force.



8. Further refine our recommendations. Prepare a **Preliminary Riverfront Implementation Memorandum** for both the large and small-scale study areas that identifies preliminary:
 - a. Public policy
 - i. City role
 - ii. Financing
 - iii. Incentives and potential returns (fiscal impacts)
 - iv. Entitlements
 - b. Operational improvements
 - i. Implementation team and organization
 - ii. Operational costs
 - iii. Business and/or developer recruitment
 - iv. Programming
 - v. Promotions and public relations
 - vi. Project review and oversight
 - c. Capital improvements
 - i. Infrastructure requirements
 - ii. Probable construction cost opinions
 - iii. Design, engineering and permitting processes
 - iv. Construction delivery methods
9. (Mtg. #7) Review our recommendations with the mayor and staff.
10. Refine our recommendations. Prepare appropriate exhibits and a PowerPoint presentation.
11. (Teleconference) Review our recommendations with staff and coordinate services to be completed by staff including:
 - a. Open house logistics and publicity
 - b. Stakeholder invitations for private Riverfront Framework and Character Plan previews
 - c. Website updates
12. (Mtgs. #8a, b and c) During a one-day series of separate, on-site meetings:
 - a. Review selected Riverfront Framework and Character Plan recommendations with selected stakeholders in confidential, back-to-back meetings,
 - b. Review our Implementation recommendations with the Riverfront Task Force,
 - c. During the evening, display and review selected recommendations at a public open house. Record attendance and comments.
13. Refine and submit our recommendations, coordinate publicity with staff.
14. (Mtg. #9) Present our recommendations to the City Council.

Deliverables: **Riverfront Strategy Statement** (PDF file); **Preliminary Riverfront Framework Plan** (one color exhibit board, plus PDF files); **Preliminary Riverfront Character Plan** (digital images from comparable projects, up to 6 original color perspective illustrations; 10, 2 x 3 color exhibit boards, plus PDF files); **Preliminary Implementation Recommendations** (PDF file)



C. Final Riverfront Master Plan

Objective: Document and obtain City Council approval of the finalized riverfront framework and character recommendations, plus step by step, short-term implementation actions.

Process: Based on the Preferred Strategy, the consultant team will:

1. Finalize the **Riverfront Framework** and **Character Plans** for the riverfront and riverfront focus areas.
2. Finalize a group of closely correlated, short term (3-5 year) capital and operational implementation projects in a **Riverfront Implementation Table** considering:
 - a. Potential community and economic impacts
 - b. Potential costs
 - c. Primary financial resources
 - d. Ability to leverage other resources and partners
 - e. Initiation and management responsibility
 - f. Complexity and duration of the approval / permitting process
3. Prepare a 2017/18 Cycle 13 IDOT **Illinois Transportation Enhancement Program (ITEP) Application** for a short-term project in the small-scale study area.
4. (Mtg. #10) Review our recommendations with the Riverfront Task Force.
5. Finalize and submit the ITEP Application.
6. Prepare and submit a concise draft **Riverfront Master Plan Report** that summarizes our recommendations and includes:
 - a. Cover and acknowledgements
 - b. Executive summary
 - c. Introduction (purpose, background, goal, objectives)
 - d. Strategy Statement
 - e. Framework Plan
 - f. Character Plan
 - g. Implementation Recommendations
 - h. Implementation Table
7. (Mtg. #11) Review the draft summary report with the staff.
8. Finalize and submit the report. Prepare a PowerPoint presentation.
9. (teleconference) Review the report and coordinate publicity with staff.
10. Refine and submit report for staff reproduction and distribution.
11. (Mtg. #12) Present our final recommendations to the City Council.

Deliverables: **Riverfront Framework and Character Plans** (PDF files); **Riverfront Implementation Table** (PDF file); **ITEP Application** (IDOT forms, PDF files); **Riverfront Master Plan Report** (PDF and PPT files)



GENERAL PROJECT ADMINISTRATION

HDG will manage the performance of its own work throughout the term of the contract by providing the following services:

A. Communications

1. Schedule, create agendas and summarize the highlights of periodic meetings
2. Rehearse, attend and present at public forums identified
3. Collect and disseminate communications from other parties
4. Periodically inform your representative about our progress

B. Schedules

1. Create, periodically update and distribute the project schedule
2. Coordinate the activities of our staff and our consultants

C. Staffing

1. Select and assign staff members and/or consultants to appropriate tasks and services
2. Prepare and administer consultant agreements

D. File Maintenance

1. Establish and maintain appropriate correspondence, financial, drawing and data files
2. Obtain appropriate insurance certificates from consultants
3. Maintain appropriate time and expense records

OPTIONAL, ADDITIONAL SERVICES

We can provide many additional services that will help you to advance the master plan initiatives including supplementary graphics, developer retention and recruitment strategies, pre-press coordination for off-set printing, presentations, private sector fund raising and project advocacy with funding and jurisdictional agencies. We can also provide schematic design (preliminary engineering), design development (pre-final engineering), construction documentation (final engineering) and construction phase services to help you construct the proposed capital improvements.

We will consider meetings and services not described in this Scope of Services to be Additional Services. If circumstances arise during HDG's performance of the outlined services that require Additional Services, we will promptly notify Client about the nature, extent and probable additional cost of the Additional Services, and perform only such Additional Services following Client's written authorization.



Schedule

Scope of Services	Duration
Opportunity Analysis	
Submit Public Outreach Plan and Request for Information	September 5
M1; KO meeting and site visit	September 6
Prepare Public Communication Tools	September 8
Telecon: Review, coordinate workshop PR with staff	September 8
Collect, review plans, maps and reports	September 15
Collect, review physical, cultural, financial resources	September 15
Collect, review jurisdictional information	September 15
Collect, analyze local and visitor market	September 15
Profile comparable riverfront areas	September 15
Prepare Base Maps, Massing Model, draft Opportunity Analysis	September 15
M2; Review with staff, coord wkshp PR and logistics w/staff	September 15
Finalize workshop materials	September 18
M3; RTF KO, stakeholder interviews, public workshop	September 26
M4, Brainstorm opportunities, review with RTF	September 27
Prepare Boundary Survey	October 13
Prepare Wetland Delineation Report, inventory trees	October 13
Prepare Topographic Survey	October 13
Prepare Environmental Assessments	October 20
Prepare Hydraulic Model	October 20
Finalize Opportunity Analysis	October 27
Telecon; Review with staff, coordinate PR	October 27
Preferred Riverfront Strategy	
Prepare draft Riverfront Strategy Statement	September 22
Telecon; Review with mayor and staff	September 29
Refine, prepare Alternative Riverfront Framework Plans	October 17
M5; Review with RTF	October 17
Refine, prepare Preliminary Riverwalk Character Plans	October 27
Evaluate hydraulic impacts, refine as necessary	October 27
M6; Review with RTF	October 27
Refine, prepare Preliminary Riverfront Implementation Memo	November 3
M7; Review with mayor and staff, coordinate open house PR	November 3
Refine, prepare PowerPoint	November 13
Telecon; Review and coordinate logistics with staff	November 13
M8; Review with stakeholders, RTF, and at open house	November 14
Refine, coordinate PR with staff	November 15
M9; Present to City Council	November 20



Final Riverfront Master Plan	
Finalize Riverfront Framework and Character Plans	November 28
Prepare Riverfront Implementation Table	November 28
Prepare ITEP Application	November 28
M10; Review with the RTF	November 28
Finalize and submit ITEP Application	December 1
Prepare draft Riverfront Master Plan Report	December 22
M11; Review with staff	January 5
Finalize and submit report, prepare PowerPoint	January 26
Telecon; Review and coordinate PR with staff	January 26
Refine and submit final report	January 31
M12; Present to City Council	February 5

Under normal circumstances, the Hitchcock Design Group team prefers to advance the proposed Scope of Services in a continuous and timely manner in general conformance with this preliminary schedule. However, because of many factors that we cannot control, such as illness, third party actions and political considerations, it is impossible for us to guarantee completion of these services by a specific date. We will update this schedule, from time to time, as the project advances in order to reflect the most recent information.



Standard Billing Rates and Expenses

Effective April 24, 2017

Billing Rates

Senior Principal	\$240
Principal	\$175
Senior Associate	\$145
Associate	\$120
Junior Associate	\$100

Expenses

In addition to our standard hourly rates, we invoice qualified sub-consultant fees, travel and reproduction expenses, at 115% of our cost. We will invoice mileage in personal or company-owned cars at 100% of the current IRS reimbursement rate.