

RESOLUTION

VILLAGE OF GILBERTS

A Resolution authorizing an agreement between the Village of Gilberts and Rolf Campbell for Professional Planning Services

WHEREAS, the Village of Gilberts hereby authorizes the Village President and Village Clerk to execute an agreement between the Village of Gilberts and Rolf Campbell for Professional Planning Services as attached hereto and made part hereof as Exhibit A as approved.

Be it Resolved by the President and Board of Trustees of the Village of Gilberts, Kane County, Illinois that:

Section 1:

This resolution shall be in full force and in effect from and after its passage and approval pursuant to law.

Passed this 4th day of Oct., 2016 by a roll call vote as follows:

	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>	<u>Abstain</u>
Trustee David LeClerc	✓	_____	_____	_____
Trustee Dan Corbett	✓	_____	_____	_____
Trustee Nancy Farrell	✓	_____	_____	_____
Trustee Lou Hacker	_____	_____	✓	_____
Trustee Elissa Kojzarek	✓	_____	_____	_____
Trustee Guy Zambetti	✓	_____	_____	_____
President Rick Zirk	_____	_____	_____	_____

APPROVED THIS 4th DAY OF Oct., 2016

*[Signature]*

Village President, Rick Zirk



*[Signature]*  
Village Clerk, Debra Meadows

Published: 10/5/2016

September 15, 2016

George Sakas, AICP  
Village Administrator  
Village of Gilberts  
87 Galligan Road  
Gilberts, IL 60136

Dear Mr. Sakas:

Pursuant to our conversation on September 15, 2016 with you and Village President Zirk, Rolf C. Campbell & Associates (RCCA) is pleased to present this revised proposal for the following planning services. This project is anticipated to be conducted in one Phase with four steps as outlined in the Scope of Services listed below.

**Scope of Services:**

- 1) Review of the Applicant's most recent plans regarding parks for The Conservancy subdivision.
- 2) Prepare exhibits consisting of a range of examples of types of park improvements that may be appropriate for parks of the location, size and shape as those proposed in The Conservancy Development.
  - a. Review a sampling of existing parks located within the Village and note their characteristics for use as possible "examples" for possible parks of similar location, size and shape as those proposed in The Conservancy Development and prepare exhibits.
  - b. Review of a sampling of parks located outside the Village that RCCA has experience with those parks, and note their characteristics for possible parks of similar location, size and shape as those proposed in The Conservancy Development and prepare exhibits.
- 3) Prepare for and attend a workshop/charrette with the Village Board and Village Staff and review the range of examples of types of improvements that may be appropriate for parks of the location, size and shape as those proposed in The Conservancy Development.
  - a. Prepare presentation material that illustrate a possible range of examples of potential park improvements and design concepts for parks of similar location, size and shape as those proposed in The Conservancy Development.
  - b. Attend a workshop/charrette with the Village Board and Village Staff and present the material from letter 3)a. above and gather feedback on the various possible examples.
- 4) RCCA will prepare a Summary Memorandum with exhibits based upon the consensus of the comments from the workshop/charrette.
  - a. Prepare refinements to exhibits based upon feedback from workshop/charrette.
  - b. Prepare the Summary Memorandum for Village Board review.

**Estimated Cost of Services:**

To complete the above outlined services, the following represents our estimated range of fees:

Phase	Cost
Phase I – Review of Proposed Park Plans for “The Conservancy” and provide a range of possible design options.	\$11,500 - \$13,000

Our estimated range of fees is based on our experience with similar projects that we have undertaken, and if RCCA perceives exceeding this range, we will notify and meet with Village Staff and Officials to review the conditions and arrangements associated with any costs beyond the range of estimated fees.

The outlined fees will be billed monthly at the following hourly rates:

Position	Hourly Rate
Director of Community Development:	\$ 120.00
Senior Planner:	\$ 110.00
Associate Planners & Designers:	\$ 80.00

In addition to RCCA's costs, the Village needs to recognize that it will incur additional costs in terms of time by Village Officials, Village Staff and expenditures related to possible services provided by the Village Attorney and Engineer, and these possible additional costs are not part of the RCCA estimated range of fees.

**Project Timeline:**

We anticipate we will be able to complete the above outlined scope of services for Phase I within approximately two (2) months from initiation of the project. The actual project time and schedule can be determined in cooperation with Village Staff, and Village Officials, and will also be dependent on available meeting dates with Village Staff and Village Officials.

Thank you again for the opportunity to submit this draft proposal. If you have any questions, please feel free to contact us.

Yours truly,  
ROLF C. CAMPBELL & ASSOCIATES

Al Maiden

E.M. "Al" Maiden, AICP  
Director of Community Development

Chris Heinen

Chris Heinen  
Senior Planner

EMM/CH 001.xxxRC.xx

**ACCEPTED: VILLAGE OF GILBERTS**

By:

[Signature]  
(Authorized Representative)

Rick Zirk  
(Printed Name)

Title: Village President

Date: 10/4/2016