



LINDENGROUP

December 11, 2019

James Randall, Executive Director
Frankfort Square Park District
www.fspd.org
7540 W. Braemar Lane
Frankfort, IL 60423
Office 815.469.3524 | Cell: 815.483.5466

Re: **Architectural Design Services: Master Consulting Agreement**
LG No. 2019-0196

Dear Mr. Randall :

As per our meeting December 4th, 2019, please find the following fee information for your review and approval. We appreciate the opportunity to assist the Park District with various design services.

We understand the Park District wishes to develop exhibits for: marketing, communication with stakeholders, budgeting and creating development priorities. Our firm would coordinate these efforts with you, your staff, the District's Landscape Architect and our Civil Engineering consultant.

Potential projects based on community-wide 2019 Wellness & Capital Improvements Study include:

1. Bike / Walking Paths and Boardwalks
2. Trees / Landscape Improvements
3. Playgrounds / Parks
4. Solar Security Lighting Plans, all facilities
5. Park Signage – Uniform Sign Plan
6. Farm
7. Athletic Fields / Complex Renovations
8. Dance Facility

PHASE ONE:

TASK 1 CONCEPT DESIGN / MARKETING EXHIBITS :

Our time involvement will focus on the early stages of concept development for the above projects, as directed by you. Project design(s) will customarily include: narratives, drawings/renderings, and artwork for the proposed vision and architecture. Our Team utilizes various media: 3-D Sketch-Up, hand rendered vignettes and colored sketch site/floor plans, as well as excel/word/photoshop visual tools.

We will work to provide a rough outline of our projected time involvement before starting work, although time involvement generally fluctuates in this phase dependent on revisions, additional marketing exhibits, changes in scope, and budget(s).

Task 1 Base FEE: Hourly Allowance: \$14,500.00
Our time for all services will be billed as per a flat discounted hourly rate of \$125.
Monthly Invoicing will itemize all time involvement/efforts for respective projects.

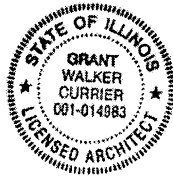


LINDENGROUP

AUTHORIZATION TO START / RETAINER: We request a retainer of \$3,500.00 as authorization to proceed. This retainer will be deposited into Linden Group's operating account and credited toward subsequent billings to the client for design services.

We are looking forward to working with your team.
Should you have any questions, please don't hesitate to contact me at 708-799-4400.

Sincerely,



Grant W. Currier, AIA, NCARB
President / Architect

Acceptance: _____

Date: _____