

Berwyn Park District
Monthly Committee Meeting
Freedom Park Administration Building
3701 S. Scoville Ave. Berwyn, IL
July 1, 2025, at 4:30 p.m.
Agenda

- I. Call to Order – Roll Call of Commissioners (action)
- II. Adoption of Agenda (action)
- III. Public Comments
- IV. Correspondence
- V. Financial Report
 - a. Account Payables (action)
 - b. Audit Update
- VI. Policy and Personnel
- VII. Recreation
- VIII. Parks and Facilities
- IX. Other Business
 - a. Proksa Redevelopment
 - b. Proksa Pond Updates
 - c. OSLAD Freedom
 - d. Portable Restrooms
 - e. Security Cameras
- X. Commissioner Comments
- XI. Executive Session
 - a. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees.
 - b. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
 - c. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06
 - d. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
- XII. Adjournment (action)

The next regular scheduled meeting of the Board of Commissioners is July 15, 2025, at 6:00pm at Proksa Park Activity Center.

The next Committee meeting of the Board of Commissioners is August 5, 2025, at 4:30pm at Freedom Park Administration Building.

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact Director Fallon at 708-788-1701, at least 48 hours prior to the meeting.



BOARD OF COMMISSIONERS

Gretchen Kostelny, President
Zachary Taylor, Treasurer
Janel King, Commissioner

Ana Espinoza, Vice President
Claire Clark, Secretary

DATE: 7/1/2025
TO: The Board of Commissioners
FROM: Cindy Hayes
Superintendent of Finance and HR
RE: Accounts Payable Report

FINANCE

First Half of July 2025 Payables:

Check numbers: 25801-25829 (detail listing following this page)

Total: \$ 96,408.84

I motion to approve the July 2025 payables in the amount of \$ 96,408.84

FROM CHECK # 25801 TO CHECK # 25829
ALL CHECK STATUSES

CHECK #	VENDOR	NAME	STATUS	ISSUE DATE	STATUS DATE	CHECK AMT
25801	PRAIRIE	Des Plaines Park District	OUT	06/13/25	06/13/25	525.00
25802	LOS	Los Chakalosos De Chicago	OUT	06/18/25	06/18/25	450.00
25803	Brady	BradyIFS	OUT	07/01/25	06/26/25	58.00
25804	C.BERWYN	City of Berwyn	OUT	07/01/25	06/26/25	422.94
25805	CDS	CDS Office Technologies	OUT	07/01/25	06/26/25	2,476.76
25806	COMCAST2	COMCAST BUSINESS	OUT	07/01/25	06/26/25	231.59
25807	COMED	Com. Ed.	OUT	07/01/25	06/26/25	2,404.18
25808	DELUXE B	Deluxe	OUT	07/01/25	06/26/25	661.53
25809	DIAMOND	Diamond Graphics	OUT	07/01/25	06/26/25	70.00
25810	Doggie	Doggie Walk Bags	OUT	07/01/25	06/26/25	5,275.00
25811	EDWIN	Edwin's Roofing Experts LLC	OUT	07/01/25	06/26/25	1,600.00
25812	JACKS	JACK'S, INC	OUT	07/01/25	06/26/25	98.30
25813	KONICA	KONICA MINOLTA	OUT	07/01/25	06/26/25	152.28
25814	Molly	Mary M. Morrell	OUT	07/01/25	06/26/25	50.00
25815	Moran	F.E. Moran, Inc.	OUT	07/01/25	06/26/25	4,325.00
25816	Mulch	Mulch Magic - GT	OUT	07/01/25	06/26/25	840.00
25817	Naper	Naper Settlement	OUT	07/01/25	06/26/25	225.00
25818	NG	Next Generation	OUT	07/01/25	06/26/25	142.00
25819	NICOR	Nicor Gas	OUT	07/01/25	06/26/25	870.25
25820	ORKIN	Orkin	OUT	07/01/25	06/26/25	151.00
25821	PDRMA	Park District Risk Management	OUT	07/01/25	06/26/25	35,316.91
25822	PHYSICIA	Physicians Immediate Care	OUT	07/01/25	06/26/25	79.00
25823	R0003685	Frankie Rudy	OUT	07/01/25	06/26/25	35.00
25824	R0003686	Joanne Swanson	OUT	07/01/25	06/26/25	100.00
25825	TakeOff	Eli Quintana	OUT	07/01/25	06/26/25	201.60
25826	USSI	USSI Rentals, Inc.	OUT	07/01/25	06/26/25	992.16
25827	WSSRA	West Suburban Special	OUT	07/01/25	06/26/25	38,029.52
25828	FSS	FSS Technologies LLC	OUT	07/01/25	06/26/25	605.82
25829	R0003689	Edward Espinoza	OUT	07/01/25	06/26/25	20.00
TOTAL---ALL CHECKS						96,408.84

FROM CHECK # 25801 TO 25829

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
Brady	BradyIFS								
	10244925	01 Dispenser Kleenline	10020055762	06/18/25		25803	07/01/25	58.00	58.00 58.00
							VENDOR TOTAL:		58.00
C.BERWYN	City of Berwyn								
	2025-000000-Gas	01 Unleaded and Diesel	10020055765	06/16/25		25804	07/01/25	422.94	422.94 422.94
							VENDOR TOTAL:		422.94
CDS	CDS Office Technologies								
	INV1701397	01 IT Serv.	10010051585	06/16/25		25805	07/01/25	2,476.76	2,476.76 1,238.38
		02 IT Serv	50010051585						1,238.38
							VENDOR TOTAL:		2,476.76
COMCAST2	COMCAST BUSINESS								
	July 25-FP	01 Phone & Internet FP	10010052641	06/25/25		25806	07/01/25	231.59	231.59 231.59
							VENDOR TOTAL:		231.59
COMED	Com. Ed.								
	June 25- FP	01 Elec. Freedom	10020052638	06/18/25		25807	07/01/25	2,404.18	845.37 845.37
	June 25- Smirz	01 Electric Smirz	50020052638	06/18/25		25807	07/01/25	2,404.18	166.30 166.30
	May 25-Hessler	01 Hessler	50020052638	06/24/25		25807	07/01/25	2,404.18	105.06 105.06
	May 25-LCC	01 Elec. LCC	50020052638	06/24/25		25807	07/01/25	2,404.18	453.53 453.53
	May 25-LCC green	01 Electric LCC green	50020052638	06/24/25		25807	07/01/25	2,404.18	31.39 31.39
	May 25-PP	01 Elec. Proksa	50020052638	06/24/25		25807	07/01/25	2,404.18	532.48 532.48
	May 25-Sunshine	01 Electric Sunshine	10020052638	06/24/25		25807	07/01/25	2,404.18	270.05 270.05

FROM CHECK # 25801 TO 25829

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
<hr/>									
							VENDOR TOTAL:		2,404.18
DELUXE B	Deluxe								
	2057109924			06/19/25		25808	07/01/25	661.53	661.53
	01	checks	10010055790						661.53
							VENDOR TOTAL:		661.53
DIAMOND	Diamond Graphics								
	0110906367			06/18/25		25809	07/01/25	70.00	70.00
	01	Business cards Nicolas R.	50010055761						70.00
							VENDOR TOTAL:		70.00
Doggie	Doggie Walk Bags								
	0118377-IN			06/24/25		25810	07/01/25	5,275.00	5,275.00
	01	Green Unscented Disp Bags	10020055762						5,275.00
							VENDOR TOTAL:		5,275.00
EDWIN	Edwin's Roofing Experts LLC								
	1130			06/16/25		25811	07/01/25	1,600.00	1,600.00
	01	Seamless gutter Installation	10020053665						1,600.00
							VENDOR TOTAL:		1,600.00
FSS	FSS Technologies LLC								
	I-63497			06/26/25		25828	07/01/25	605.82	605.82
	01	Alarms	10020052640						302.91
	02	Alarms	50020052640						302.91
							VENDOR TOTAL:		605.82
JACKS	JACK'S, INC								
	94089			06/23/25		25812	07/01/25	98.30	98.30
	01	Rental- Sod Cutter	10020052620						98.30
							VENDOR TOTAL:		98.30
KONICA	KONICA MINOLTA								
	47256317			06/23/25		25813	07/01/25	152.28	152.28
	01	Copier Lease	50010052617						152.28
							VENDOR TOTAL:		152.28

FROM CHECK # 25801 TO 25829

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
LOS	Los Chakalosos De Chicago								
	001			06/18/25		25802	06/18/25	450.00	450.00
		01 Payment for performance at	50100055796						450.00
		02 Fiesta	** COMMENT **						0.00
							VENDOR TOTAL:		450.00
Molly	Mary M. Morrell								
	Movie in the Park 7/9/25			06/25/25		25814	07/01/25	50.00	50.00
		01 Music Entertainment-Movie in	50100055606						50.00
		02 the Park	** COMMENT **						0.00
							VENDOR TOTAL:		50.00
Moran	F.E. Moran, Inc.								
	502920-8			06/16/25		25815	07/01/25	4,325.00	2,495.00
		01 HVAC Freedom	10020053666						2,495.00
	5073886-1			06/19/25		25815	07/01/25	4,325.00	1,830.00
		01 Control board	10020053666						1,830.00
							VENDOR TOTAL:		4,325.00
Mulch	Mulch Magic - GT								
	2631			06/16/25		25816	07/01/25	840.00	840.00
		01 Stone/Ton	10020053660						840.00
							VENDOR TOTAL:		840.00
Naper	Naper Settlement								
	11092606			06/25/25		25817	07/01/25	225.00	225.00
		01 Day Trip Tour	53120052616						225.00
							VENDOR TOTAL:		225.00
NG	Next Generation								
	213261			06/20/25		25818	07/01/25	142.00	142.00
		01 Shirts for Fiesta	50100055796						142.00
							VENDOR TOTAL:		142.00
NICOR	Nicor Gas								
	Jun 25- PP			06/16/25		25819	07/01/25	870.25	106.79
		01 Natural Gas Proksa	50020052637						106.79

FROM CHECK # 25801 TO 25829

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
R0003685	Frankie Rudy								
	99770			06/16/25		25823	07/01/25	35.00	35.00
		01 Bites and Sights of Wauconda	53120041625						35.00
							VENDOR TOTAL:		35.00
R0003686	Joanne Swanson								
	99772			06/09/25		25824	07/01/25	100.00	100.00
		01 Bites and Sights of Wauconda	53120041625						100.00
							VENDOR TOTAL:		100.00
R0003689	Edward Espinoza								
	99773			06/26/25		25829	07/01/25	20.00	20.00
		01 Bites and sights of Wauconda	53120041625						20.00
							VENDOR TOTAL:		20.00
TakeOff	Eli Quintana								
	A2011-402			06/20/25		25825	07/01/25	201.60	201.60
		01 Baseball June Session	52090055440						201.60
							VENDOR TOTAL:		201.60
USSI	USSI Rentals, Inc.								
	7003660-IN			06/16/25		25826	07/01/25	992.16	992.16
		01 Filter Hydraulic	10020053665						992.16
							VENDOR TOTAL:		992.16
WSSRA	West Suburban Special								
	Qtr 3-2025			06/24/25		25827	07/01/25	38,029.52	38,029.52
		01 3rd Quarter Share Payment	26000052645						37,547.25
		02 Inclusion Expenses	26000050505						448.00
		03 FICA	26000050505						34.27
							VENDOR TOTAL:		38,029.52
							TOTAL --- ALL INVOICES:		96,408.84

DATE: 7/1/2025
TO: The Board of Commissioners
FROM: Cindy Hayes, Superintendent of Finance and HR
RE: transfer of funds to Audit

In the course of the 2023 audit, there was a recommendation to make a fund transfer from the Recreation Fund to the Audit Fund in the amount of \$36,000, this specific transfer is no longer needed. Lauterbach and Amen have identified a simple and cleaner transfer to address the deficit in the Audit Fund. The new transfer will come from the General Fund in the amount of \$39,358 to the Audit Fund. In order for the original transfer to be effective the Recreation Fund would need to be reimbursed, creating another journal entry. Taking the money from the General Fund to clean up the deficit in the Audit Fund will require one transaction.

DATE: 7/01/2025
TO: The Board of Commissioners
FROM: Recreation Department
RE: Recreation

Athletics:

- We have 10 signed up for Fall Youth Soccer.
- We have 6 signed up for our upcoming Baseball class.
- We have 12 signed up for Fall Youth Baseball.
- We have 6 signed up for Chicago Fire Soccer Camp.
- We have 14 signed up for Adult Pickleball.

General Recreation:

- We have 4 kids enrolled in our next Little Ninjas class.
- We have 15 kids enrolled in Tinkergarten – Summer. We have 5 on the waitlist.
- We have 10 kids enrolled in our next session Book & Bites.
- We have successfully completed 3 weeks of summer camp.

Marketing:

- Please see attached

Special Events:

- We have 11 signed up for Antiques Road Trip and Lunch.
- We have 10 signed up for Naperville Settlement Tour and Lunch.
- We have 6 vendors signed up for Holland Windmills River Cruise next spring.
- We have sold 31 BrewFest tickets. We have reached out to 300 breweries and 2 have committed. Nick and Ivy and Quincy Street will both be returning.

Marketing Report

June 2025

Insights over 28-day period

Views

Reach

Interactions

Follows

Facebook

176.5K

Total Increase
85.9%

54.3K

Total Increase
24.1%

1.7K

Total Increase
44.2%

+161

Total Increase
103.8%

Instagram

29.8K

Total Increase
145.6%

3.1K

Total Increase
181%

1.3K

Total Increase
141.2%

+84

Total Increase
140%

Other Marketing Benchmarks

Constant Contact (email)

Open Rate

48%

Contact Growth

+41

Bounce Rate

2%

Click Rate

2%

Google Analytics (berwynparks.org)

Active Users

3.8K

Total Increase
34.1%

Event Count

29K

Total Increase
29.4%

New Users

3.5K

Total Increase
36.3%

Average Engagement
Time per User Session

49s

Calameo (Digital Guide)

Views

2.5K

Page Views

63.7K

Avg Reading Time

4:49

Downloads

14

Link Clicks

271

DATE: 7/1/2025
TO: The Board of Commissioners
FROM: John Roberts, Superintendent of Parks and Facilities
RE: Department Report

Completed Projects

Project	Status	Completed Date
Mrasz Park	RPZ testing (passed)	June 2, 2025
Staff	CPR certification (passed)	June 3, 2025
Freedom Park	Turf field training	June 16, 2025
Proksa Park	Removal of dead trees	June 18, 2025
Hessler Park	Installed Park bench	June 24, 2025
Karban Dog Park	Added dog friendly woodchips	June 26, 2025

Upcoming Projects

Project	Status	Anticipated Completed Date
Proksa Park Pond	Plan to include in park renovations	Unknown
Serenity Drinking Fountain	Project on hold until spring	(Summer 2025)
Freedom and Proksa Park	Install Perry Weather Lightning Detection System	To be Determined (awaiting arrival of equipment)
Suneshine Park	Install gutters	Depending on contractor
Proksa Park	Replace light pole	To be Determined (waiting on the delivery)
Freedom Park	Replace tree	Fall (2025)
Smirz Park	Repair and replace retaining walls	To be Determined (waiting on materials)
Smirz Park	Remove grass and weeds along the alley and garage. Replace with gravel	July 3, 2025
Smirz Park	Remove rubber coating on skate park decks	July 10, 2025
Smirz Park	Replace the cedar siding on the garage	July 18, 2025

Routine Maintenance

- Trash removal and collection of loose debris from all parks.
- Clean all facilities.
- Graffiti removal.
- Monthly inspections of vehicles, parks, and facilities.
- Baseball field setup (Monday - Sunday)

DATE: 7/01/2025
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: Other Business

- Proksa Redevelopment: Included is the quote for Vanderstaapen. Vanderstaapen will be handling the topographical survey as well as the private utility location. The quote is broken down with two options. The first option is for the OSLAD portion of Proksa Park, the second option is for all of Proksa Park. My choice is for the second option for the following reasons.
 - I am still hoping to get the RTP grant, and both grant projects will require a topographical survey as well as a utility locate. A portion of the total cost can be billed to both the OSLAD and RTP grant.
 - The utility locate will be helpful for future projects that will need to be done. This will give the park district a comprehensive utility atlas for Proksa.
 - The cost of this will be covered by the bond proceeds.
- Proksa Pond Update:
 - I have heard from IDNR about options for the ponds at Proksa Park.
 - Both the east and west ponds were included in the OSLAD award.
 - The recommendations that Aquascape has provided would be acceptable to IDNR as improvements.
 - I will be providing an updated capital expenditure draft to the Board at an upcoming meeting. This project will be covered by the bond money and the project would be timed to coincide with the rest of the redevelopment.
- OSLAD Freedom: There was an initial kick off meeting. A timeline was put together for the grant application.
 - Hitchcock will come to the Board Meeting on July 15 to discuss the project and requirements with the Board.
 - A community open house will be hosted after the Committee Meeting on August 5, 2025 at Freedom at 6pm.
 - The anticipated grant due date is August 30, 2025. Since the application period has not been officially announced I will update the Board if there are changes.
 - The five amenities(tentative)
 - Splash Pad
 - Picnic Shelter
 - Sensory Play area
 - Update the walking paths
 - Gaming Tables
- Portable Restrooms: The public restrooms continue to cause concern for staff and residents. There is no longer routine cleaning occurring but daily maintenance. Sinks continue to be tampered with, graffiti continues to occur, and people are continuing to try and live in the bathrooms. As a potential solution to the escalating problems the staff has obtained quotes

from 3 portable restroom companies. If this is the chosen option, we would lock all outdoor public restrooms and offer portable restrooms as an option.

	Proksa	Freedom	Sunshine	Smirz	Damage Waiver	Monthly Total	Delivery Fee
ProWaste Incorporated (PWI)	\$510.00	\$260.00	\$135.00	\$135.00	\$35.00(x4) \$40.00(x4)	\$1340	\$60.00 (x4)
Countrywide Rental	\$1445.00	\$715.00	\$350.00	\$350.00	\$10.00 (8)	\$2940	\$0
ZTERS	\$1100.00	\$560.00	\$290.00	\$290.00	\$9.00(x8)	\$2312	\$100.00 (x6)

- Security Cameras: I have received a quote to update the security cameras at Proksa. The quote was \$12,156. I have asked a few clarifying questions and will confirm the price; however I plan to move forward with the new cameras.



June 2, 2025

Cathy Fallon
Berwyn Park District
3001 Wisconsin Avenue
Berwyn, IL 60402

via email: AMies@hitchcockdesigngroup.com
cc: llawrence@hithcockdesigngroup.com
Phone: (630) 961-1787

**RE: Site Address – Proska Park; 7100 31st Street, Berwyn, IL Cook County, IL 60402
Section 30, Township 39 North, Range 13; PIN:16-30-322-001; 13.50 Acres.**

Dear Cathy:

Thank you for the opportunity to provide you with a quote for Professional Surveying Services in regards to the above mentioned project. The fee for this work is as follows:

Topographic Survey of OSLAD Project Area.\$6,600.00

Boundary lines will be surveyed to the current IL minimum standards for a Boundary Survey to include all visible improvements, monuments found or placed at exterior corners and exterior fences shown and referenced to Surveyed lines. This will apply to property lines adjacent to the OSLAD area, but not a complete plat of survey of the park.

Private utility locate (Estimate)..... \$4,020.00+/-

- Or -

Boundary & Topographic Survey of full park limits.\$10,400.00

Plat of Survey to the current IL minimum standards for a Boundary Survey to include all visible improvements, monuments found or placed at exterior corners and exterior fences shown and referenced to Surveyed lines.

Private utility locate (Estimate)..... \$8,040.00+/-

Topographic Survey to be completed to the current Illinois minimum standards for a Topographic Survey per the Hitchcock Design Group RFP dated May 5th, 2025.

A. FINAL PRODUCTS

NOTE: Property line information and easement lines per recorded plat of subdivision or as provided by client, will be shown. The North arrow, legend of symbols and abbreviations used on the drawing will be shown.

☒ 4 signed and sealed paper prints.

☒ An electronic format (Current CAD/DWG format) can be provided if requested, within 30 days of completed project.

The CLIENT shall provide the following:

- ☒ Title/Commitment/Search/Policy
- ☒ Previous Boundary Survey (if available)

Additional Services / Change Orders

Without nullifying this agreement, Additional Services or Changes to the plan which do not fall within the general scope of this proposal either by the client, his representative or the reviewing agencies shall constitute a change order. A change order is a written instrument prepared by the VL SI, detailing the additional work to be performed and a cost estimate to perform those additions or revisions signed by the client stating their agreement as to the additional work to be completed.

Time Limit

This agreement must be executed within thirty (30) days of the composition date to be accepted under the terms set forth herein. This contract shall expire one year from date of execution.

If said agreement and attached Standard Terms and Conditions are acceptable, please execute and return one (1) copy for our file.

I sincerely appreciate this opportunity to offer our services. If you have any questions regarding this proposal, please do not hesitate to call.

With kind regards,

VANDERSTAPPEN LAND SURVEYING, INC.



Arthur Gritmacker
Illinois Professional Land Surveyor

APG/sjh

Accepted by: _____

Company: _____ Date: _____

File: X:\Proposals\2025\Berwyn Park District.Cathy Fallon.Poska Park.TPO[06022025].docx



Topographic Surveying Services Request for Proposals

Date: May 5, 2025
From: Lacey Lawrence, Hitchcock Design Group (HDG)
RE: **Request for Topographic Surveying Services for:
Proksa Park
3001 Wisconsin Ave
Berwyn, IL 60402**

OWNER: **Berwyk Park District**
LANDSCAPE ARCHITECT: Hitchcock Design Group (HDG)

Please accept our invitation to submit a proposal for providing surveying services for approximately 13.50-acres of land for the project Proksa Park.

Requirements are as follows:

A. Survey Limits:

See attached Survey Limits Exhibit with survey limits shown.

B. Horizontal and Vertical Location

The horizontal and vertical location of site improvements and natural features will be identified including:

1. Land contours at (1) foot intervals, using a 50-foot grid for ground control (contour lines shall be constructed in AutoCAD as polylines; splines will not be accepted)
2. AutoCAD Point Objects
3. High and low points with spot elevations
4. Hardscape items and structures including, but not limited to all curbs, paving, walkways, walls, fencing, gates, light fixtures, and signs.
5. Buildings that fall within the survey area including building corners, entryways, and utility boxes
6. All trees of 4" caliper or greater. All trees surveyed to have a numbered metal tag attached to the north side of each tree at +/- 5'-0" above grade. Tree size, location, elevation, and tag number to be noted on survey that are on site or just beyond the property lines around the perimeter.
7. Outline of ornamental/native grass, shrub, and small tree masses that are on site or just beyond the property lines around the perimeter.
8. 10-year and 100-year flood elevation and limits as determined by FEMA (if applicable)
9. Minimum of 2 benchmarks and 4 control points to be visible from project.

C. Utility Locations

The horizontal and vertical location of all above and below ground utilities including the size, type, structures, grates, will be identified including but not limited to:

1. Drinking fountains, water and hydrants, sanitary sewer, storm sewer, telephone, electric, cable and gas, street lighting etc. Identify size, type, invert elevations of pipes, and rim elevations of structures.



2. Other above ground utility structures that are on site or just beyond the property lines around the perimeter.

The location of any private utilities will be determined through coordinating a cooperative effort of the utility companies, Berwyn Park District, and JULIE.

D. Property Ownership

Existing property ownership and boundary lines shall be identified including:

1. All rights-of-ways
2. Easements
3. Abutting property boundaries

The property ownership, legal description, and boundary lines will be determined through a review of available data obtained from the recorder's office, title insurance companies, and field evidence.

E. Products

Digital PDF copy with a licensed surveyor's stamp and signature and an AutoCAD 2013 compatible electronic file (*.dwg).

AutoCAD 2013 compatible electronic file (*.dwg) shall have:

1. Existing contour lines set to the proper elevation.
2. All linework set to "By Layer"
3. All text to be on their own layers
4. Clear and manageable labeling of layers
5. Clearly labeled and defined COGO points
6. As few nested blocks as possible

Please provide a schedule for the completion of the work.

The survey drawing shall include a legend identifying all symbols and abbreviations used within the drawing and a minimum of two benchmarks.

F. Owner Assistance

The surveyor shall work with the Owner to obtain existing survey, benchmark, utility, and ownership information and to coordinate access to project areas prior to beginning field work.

G. Private Property Access

The surveyor shall work with the adjacent landowners to obtain approval and coordinate access to project areas prior to beginning field work.

H. Schedule

As noted on the next page.

I. Fee

Provide separate pricing for OSLAD Project Area and Full Park Survey for consideration.



Your proposal should include a lump sum fee to perform the above services, including all expenses. Proposals should be made to the attention of Cathy Fallon with Berwyn Park District and will be due **May 12, 2025**, via e-mail. They should be emailed to Lacey Lawrence at Hitchcock Design Group, llawrence@hitchcockdesigngroup.com.

Survey deliverables indicated below are due by end-of-day June 6, 2025.

Please indicate if you can meet the above timeframe or include a schedule with the earliest date you are able to complete the work in your proposal. The bond copies and electronic PDF and CAD files of the survey will need to be delivered to Hitchcock Design Group by this date.

The successful candidate must provide a certificate of insurance, naming Hitchcock Design Group and Berwyn Park District as additionally insured, prior to commencing work. They will enter into a contractual agreement directly with Berwyn Park District.

If you have any questions or comments regarding the information provided, please email or call to discuss.

Sincerely,
Hitchcock Design Group

Lacey Lawrence
Principal

Cc: Cathy Fallon, Berwyn Park District
Abby Mies, Hitchcock Design Group

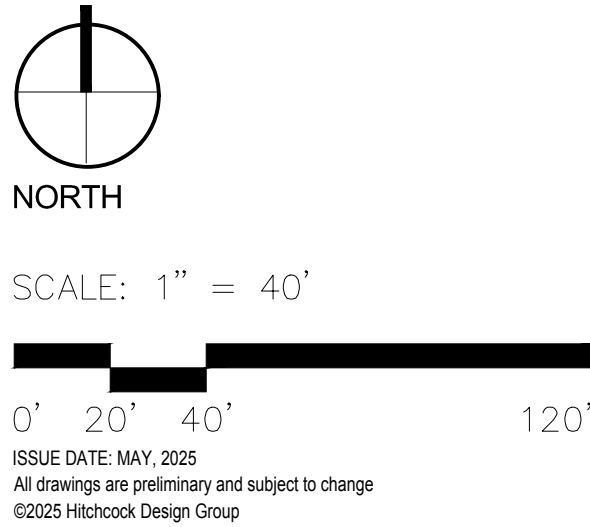
Encl: Survey Limits Exhibit



Survey Exhibit

Proksa Park

Berwyn, Illinois



PREPARED FOR:
Berwyn Park
District

**HITCHCOCK
DESIGNGROUP**

22 East Chicago Avenue
Suite 200
Naperville, IL 60540
T 630.961.1787
hitchcockdesigngroup.com

STANDARD TERMS AND CONDITIONS

COMPENSATION

Hourly Billing Rate

Principals

Professional Land Surveyor/Manager	\$165.00
Expert Witness	\$250.00

Surveying

Surveyor-in-Training	\$100.00
Survey Technician III	\$ 80.00
Survey Technician II	\$ 70.00
Survey Technician I	\$ 65.00
Field Crew – Prevailing Wage Construction	\$295.00
Field Crew – Construction	\$180.00
Field Crew – Non-Construction	\$150.00

Administration

Administrator	\$ 60.00
Administrative Assistant	\$ 50.00

REIMBURSABLE EXPENSES

Reimbursable expenses shall be reimbursed at a cost plus a 10% administrative service charge. Such expenses shall include, but are not limited to travel, reproduction, shipping/delivery, recording fees, aerial photographs, phone or other communication charges, consultants and subcontractor fees, equipment and supply costs related to execution of the project. Fixed reimbursable expense costs are as follows:

Copies - 11 x 17	\$ 1.50/page
Copies – 18 x 24	\$ 3.00/page
Copies – 24 x 36	\$ 4.00/page
Software/Digital Resource Charge	\$100.00/project
Additional Plotting	\$.75/ sq. ft.
Additional Plotting, Mylar	\$ 1.67/ sq. ft.
Overnight Shipping	\$ Current Rates
All other specialty items	\$ Cost + 10%

BILLING

Billing shall occur upon completion of the specified work and is payable upon receipt. **Payments made by credit card are subject to an additional 2.0% fee.** An additional charge of 1 ½ percent per month (18% per annum) shall be applied to any balance unpaid more than 30 days beyond receipt of invoice. Client shall pay any reasonable attorney's fees, court costs or other collection expenses incurred while enforcing the terms hereof. Vanderstappen Land Surveying, Inc. ("VLSI"), with seven days' notice, reserves the right to suspend or terminate work under this agreement on any account that is past due.

The Client's obligation to pay for the work contracted is in no way dependent upon the Client's ability to obtain financing, zoning, permit approval by governmental or regulatory agencies, or upon the Client's successful completion of the project.

The rates presented herein are effective for the period February 1, 2025 through January 31, 2026 and shall be subject to modification.

LIMITATION OF COSTS

VLSI will not be obligated to continue performance or incur costs beyond the estimated costs unless the Client agrees in writing to a revised cost estimate.

CLIENT RESPONSIBILITIES

Client shall arrange for access to and make all provisions for VLSI to enter upon private and public property as required for VLSI to perform services under this agreement.

Client shall provide VLSI with all existing available information regarding this project as required. VLSI shall be entitled to rely upon information and documentation provided by client or consultants retained by the Client in relation to this project; however, VLSI assumes no responsibility or liability for their completeness or accuracy.

STANDARD OF CARE

The services provided by VLSI under this agreement will be performed as reasonably required in accordance with generally accepted standards for services as offered in the proposal for this project at the time and place where the services are performed.

INSURANCE

Throughout the duration of the project, VLSI will procure and maintain the following insurance:

Liability	Limits of Liability
Workers Compensation and Employer's Liability	\$ 1,000,000 each incident
Comprehensive General Liability	\$1,000,000/\$2,000,000
Umbrella/Excess Liability	\$5,000,000
Professional Liability	\$2,000,000
Automobile Liability	\$1,000,000

Clients will limit any and all liability, claims for damages, losses, cost of defense, or expenses to be levied against VLSI on account of any defect, error, omission or professional negligence to a sum not to exceed the amount of VLSI's fee under this agreement. Should the client require other types of insurance coverage, limits in excess of the above limits, and/or certificates naming any other(s) than the Client as additional insured parties, VLSI's cost of obtaining such coverage, limits or certificates shall be reimbursable by the Client.