



KMIECIK ARCHITECTS LTD.

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PROPOSAL FOR ARCHITECTURAL SERVICES

Rob Sperl, CPRP MPA
Director of Planning
Wheaton Park District
1000 Manchester Road
Wheaton, IL 60187

PROJECT RESTROOMS
ARROWHEAD GOLF CLUB COURSE
26W151 BUTTERFIELD ROAD
WHEATON, IL. 60189
WHEATON PARK DISTRICT

PROJECT # 2013-005

DATE 03/18/2013

REVISIONS None

Dear Rob,

It is my pleasure to have this opportunity to submit this proposal for your review for Architectural Services. I look forward to continue to work on this project to provide Restrooms for the Arrowhead Golf Club Course.

PROJECT UNDERSTANDINGS

Kmiecik Architects, Ltd. (Architect) shall provide Architectural Services for the installation of 2 remote pre-fab restroom facilities at the Arrowhead Golf Club Course as the Wheaton Park District (WPD) directs. The WPD will be supplying information on equipment and shall engage the services of a Civil Engineer for all site work and septic design. Some of the construction may be provided by the WPD project crews.

BASIC SCOPE OF SERVICES – DESCRIPTION OF WORK

SHEMATIC DESIGN – Not required

DESIGN DEVELOPMENT – Review of materials provided by the WPD of the pre-fab restroom facility and modify the exterior façade to match the exterior design of the Golf Course Clubhouse.

CONSTRUCTION DOCUMENTS

Prepare Architectural drawings required to obtain bids/permits for the revisions to the exterior design as noted in the Design Development Phase Area. Included are:

1. Exterior Elevations at $\frac{1}{4}'' = 1'-0''$.
2. Details - Scale to be determined as required.

If required, meet with the County Building and Health Department to review plans prior to permit submittal. It is anticipated that the building permit will be part of the pre-fab manufacturer's requirements, and the Architectural review will not be required. If required, modify any drawings prepared by the Architect after the permit review.

BIDDING

1. Assist the WPD in review of the bids received and make recommendations.

CONSTRUCTION ADMINISTRATION

1. Project site visits at the WPD request.

TERMS

1. The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with the professional skill and care and the orderly progress of the Project.
2. Architect, Owner and Consultants agree to provide electronic file format information for drawings and other work between them; however, each party is responsible to verify the accuracy of the electronic information provided based upon hard copies.

WORK NOT INCLUDED IN BASIC SERVICES

1. MEP Drawings and Specifications
2. Civil Drawings and Specifications
3. Septic Design
4. Prefabricated Building Drawings and Specifications
5. As built drawings

ADDITIONAL SCOPE OF SERVICES – DESCRIPTION OF WORK

No additional services are anticipated at this time. If requested, a proposal will be prepared or will be billed hourly with the rates listed below.

SCHEDULE

April 19 – Authorization to proceed with selected Consultants
May 17 – Completion of initial investigation and preliminary design
June 7 – Final Design
June 28 – County permit submittals
July 22 – Bid Documents
August 23 – Construction Contract Approval
October 7 – Construction begins
November 22 – Construction complete

ESTIMATED COST OF CONSTRUCTION

The Civil Engineer and Prefab Manufacturer will be providing budgets for their related work and no Architectural Estimate is required.

COMPENSATION

Kmiecik Architects, Ltd. is pleased to provide these services on an hourly basis for each of the Phases based on the estimated hours as follows:

- 4 Hours – Design Development
- 20 Hours – Construction Documents
- 2 Hours – Bidding
- 6 Hours – Construction Administration

Based on the hours listed, the hourly fee is not anticipated to exceed 32 hours at \$150.00/hour, \$4,800.00 to be billed on an hourly basis as requested by the WPD.

RATE TABLE

Our hourly-based work, and any additional services approved in writing, will be provided on an hourly basis in accordance with the following rate table. Our consultants' respective rate schedules vary by consultant but are generally comparable to our own. The following rate schedule is revised at the beginning of January each year.

Principal	\$ 150.00/Hour
Project Technician	\$ 42.00/Hour

REIMBURSABLE FEES

In addition to the fees listed above, we shall invoice the Wheaton Park District for all out of office reimbursable expenses at a 1.15 multiplier. Reimbursables shall include such items as printing, photography, deliveries, etc..

We recommend that you budget \$ 0 for reimbursable expenses for this project. We shall invoice the Wheaton Park District on a monthly basis for all services provided and payment is due within thirty (30) days of your receipt of each invoice.

In house expenses are included in our hourly rates and the lump sum amount. This includes mileage, local phone calls, office supplies, in house copies, etc.

If you are in agreement with this proposal of services, please sign below.

Sincerely,



Lawrence M. Kmiecik, AIA, NCARB
Principal / Kmiecik Architects Ltd.

Copy via e-mail: Mike Benard – Wheaton Park District

APPROVED:



Authorized Signature – Wheaton Park District

4/22/13
Date

Michael Benard Executive Director

Printed Name and Title