

KMIECIK ARCHITECTS LTD.

1621 ASTON COURT
WHEATON, ILLINOIS 60187-3701
708-347-0941
E-MAIL lmk@kmiecik-architects.com

PROPOSAL FOR ARCHITECTURAL SERVICES

Wheaton Park District Board of Commissioners
Michael J. Benard
Executive Director
Rob Sperl
Director Parks and Planning
Steve Hinchee
Superintendent of Planning
Wheaton Park District
102 East Wesley Street
Wheaton, IL 60187

PROJECT Central Athletic Complex Lobby and Concession Remodeling
PROJECT # 2017-013
DATE 02/20/2017
REVISIONS 01/19/2018 – Revisions in fee, scope, and schedule.
Revisions shown in blue

Dear Mike,

It is my pleasure to have this opportunity to submit this proposal for your review and presentation to the Board for Architectural services. I look forward to continue to work on the Central Athletic Complex by providing a Lobby Addition and construction of a concession space at the existing Main Lobby.

PROJECT UNDERSTANDINGS

Kmiecik Architects, Ltd. (Architect) shall provide Architectural, Structural and Mechanical Engineering services for the remodeling of the existing lobby including remodeling of the unused concessions room (now mechanical) to a concession dispensing of packaged goods, demo of the existing entry doors, expanding the lobby to the existing canopy columns, and enlarging the storage room. Also included will be the design of the entry walks and landscaping associated with the new door layout. Any Civil Engineering required will be provided by the WPD and is not included in this proposal. The ceiling in the existing lobby ~~shall remain~~ shall be removed and a new ceiling installed in the new lobby and existing space. The new mechanical room in the existing concession space shall have an exposed structure for the ceiling as well as new concession space. The existing floor in the Lobby shall be removed and replaced with new. The existing lobby shall have a new reception counter purchased by the WPD. The new lobby space shall require the demolition of the existing walks and addition of new foundations. The existing roof structure shall remain. The WPD will be responsible for color selections for all materials. ~~It is anticipated that most of the work will be done by the WPD staff and the project will not be going out for general contractor bidding.~~ The project will be publicly bid along with the Restroom remodeling.

BASIC SCOPE OF SERVICES – DESCRIPTION OF WORK

SCHEMATIC DESIGN – N/A

DESIGN DEVELOPMENT

Meet with the WPD to determine final toilet room fixture layout, concession equipment layout, and review finishes.

CONSTRUCTION DOCUMENTS

Prepare Architectural / Structural / Mechanical drawings and specifications required to obtain a building permit related to the Project.

1. Code analysis and meeting with City Officials as required.
2. Coordinate documents prepared by Johnson, Wilbur, Adams for Structural Engineering, and WT Engineering for Mechanical Engineering with Architectural drawings prior to permit submittal.
3. Respond to the City's Code Official's comments and revise and resubmit the documents to the reasonable satisfaction of the City to receive a building permit.
4. Construction Documents are to include Demo Plans, Foundation Plan and Details, Floor Plans and Details, Ceiling Plans, Exterior Elevations, Interior Elevations, Details, Plumbing, Electrical and HVAC drawings.

BIDDING ~~not required~~ as required

1. The WPD shall prepare the bid forms and Architect shall review.
2. Provide addendums as needed to clarify the documents, to the bidding trade contractors.
3. Review all bids received and make recommendations to the Board

CONSTRUCTION OBSERVATION

1. Assist with product selection
2. Provide on-site observation during construction
3. Attend project meetings

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. The Architect will need to review the proposed agreement provided as part of the Request for Proposal with the District to negotiate the final terms and conditions.
3. Termination – The District can terminate architect at any time for its convenience. Payment is due for work completed up to the day the written termination notice is received.
4. 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.

INSURANCE

Upon acceptance of this proposal, the Architect shall provide the WPD with all required documentation to meet the District's requirements and shall be part of the signed negotiated agreement.

WORK NOT INCLUDED IN BASIC SERVICES

1. Site work
2. Asbestos abatement
3. Bid proposal forms
4. Public hearings if Special Use Zoning is required (this fees will be billed on an hourly basis) PUD approval.
5. Design of phone, computer, A/V, radio, and other low voltage wiring systems.
6. Environmental, LEED or wetlands consulting and testing.
7. Civil Engineering and site surveying.
8. Landscaping Design
9. Interior Design
10. Furniture Fixtures and Equipment (FFE)
11. Soil and Material testing.
12. Cost estimating or guarantee of the final construction cost.
13. As built drawings

ADDITIONAL SCOPE OF SERVICES – DESCRIPTION OF WORK

Public Hearing for Special Use Zoning if required by the City of Wheaton. If requested, a proposal will be prepared or will be billed hourly with the rates listed below.

Bid documents for General Contractor bidding.

SCHEDULE

It is the Architects understanding that the WPD will proceed with the construction of the project as soon as the Park Board approves the project to proceed. The Architect is prepared to meet the following dates:

March 2017	Board approves Architect to proceed with Construction Documents
May 1st 2017	Drawings completed for WPD review
May 2017	Board approves construction
June 2017	Construction begins
November 2017	Construction completed
February 15 th 2018	Permit Drawings completed for WPD review
TBD 2018	Drawings out to Bid
TBD 2018	Construction Bids due
TBD 2018	Board approves construction contracts
TBD 2018	Contracts signed / Construction begins
TBD 2018	Construction completed

ESTIMATED COST OF CONSTRUCTION

The cost of construction for above has not yet been determined by the WPD.

COMPENSATION

Kmiecik Architects, Ltd. is pleased to provide these services for a lump sum fee ranging from ~~\$ 13,500.00~~ \$ 15,600.00 to be billed monthly for percentage of work completed based on the following breakdown:

Architectural - Kmiecik Architects, Ltd.	\$ 8,000.00	\$ 9,500.00
Structural - Johnson Wilbur Adams (Allowance)	\$ 1,000.00	Not to exceed
WT Engineering (See attached proposal for breakdown)	\$ 4,500.00	\$ 5,100.00
TOTAL FEE	\$13,500.00	\$ 15,600.00

Schematic Design	N/A
Design Development	10%
Construction Documents	85% 75%
Bidding	N/A 5%
Construction Administration	5% 10%

ARCHITECTUAL 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 1.0 multiplier. Reimbursables shall include such items as printing, photography, deliveries, etc.

We recommend that you budget ~~\$ 400~~ \$ 600.00 for reimbursable expenses for this project. We shall invoice the Wheaton Park District monthly 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, NCARB
President / Kmiecik Architects Ltd.

XC:

APPROVED:



Authorized Signature – Wheaton Park District

2/23/18
Date

Michael Bernard - Executive Director
Printed Name and Title