



KMIECIK ARCHITECTS LTD.

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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 Zamboni Storage Facility
PROJECT # 2016-049
DATE 09/22/2016
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 continuing to work on the Central Athletic Complex by providing a Storage Facility for the proposed Zamboni and the new ice rinks.

PROJECT UNDERSTANDINGS

Kmiecik Architects, Ltd. (Architect) shall provide Architectural, Structural and Mechanical Engineering services for the remodeling of the existing restroom / concession facility at the Northeast corner of the CAC fields as the Wheaton Park Districts (WPD) directs.

The Scope of Work is outlined in the previously attached drawings prepared by the WPD and includes remodeling the existing restroom / concession facility to house equipment and materials for the proposed ice rinks and the Zamboni to maintain the ice. Works includes removal of all the existing plumbing fixtures, interior masonry walls and the attic storage floor, in fill existing door openings and concession windows, providing a new overhead door, stabilizing the roof after attic floor removal, providing a metal-grating concrete paver ramp for the Zamboni, removal and replacement of the roof with a standing seam metal roof. Also included are renovations to the plumbing to provide a water service for the Zamboni, minimal heating, and revisions to the electrical including lighting and power. At this time, it is unknown if power is provided to the building and what revisions to the electrical service will be required. The proposed fees reflect this until a determination on the existing electrical conditions can be ascertained. The WPD has arranged for a new 200A service not part of this contract.

BASIC SCOPE OF SERVICES – DESCRIPTION OF WORK

SHEMATIC DESIGN – N/A

DESIGN DEVELOPMENT

Meet and confirm with the City of Wheaton Building Department that the project will meet Code requirements as an unheated storage facility with only radiant equipment heating.

CONSTRUCTION DOCUMENTS

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

1. Code analysis and meeting with City Officials as required.
2. Salvaging the existing building with renovations to house the Zamboni and related ice rink equipment.
3. Coordinate documents prepared by Johnson, Wilbur, Adams for Structural Engineering and WT Engineering for Mechanical Engineering with Architectural drawings prior to bidding and permit submittal.
4. 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.

BIDDING 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. Review product submittals
2. Prepare Change Orders if required
3. Provide on-site observation during construction
4. Attend project meetings
5. Review payment requests

TERMS

1. The Architect shall preform 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 Districts requirements and shall be part of the signed negotiated agreement.

WORK NOT INCLUDED IN BASIC SERVICES

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

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:

October 2016	Board approves Architect to proceed with Construction Documents
February 1st 2017	Bid Drawings completed for WPD review
February 15 th 2018	Permit Drawings completed for WPD review
Mid February 2017	Drawings out to bid
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 ~~\$5,550.00~~ \$ 7,450.00 to be billed on a monthly basis for percentage of work completed based on the following breakdown:

Architectural - Kmiecik Architects, Ltd.	\$ 2,000.00	\$ 3,000.00
Structural - Johnson Wilbur Adams	\$ 750.00	
WT Engineering	\$ 2,800.00	\$ 3,700.00

TOTAL FEE	\$ 5,550.00	\$ 7,450.00
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Schematic Design	N/A
Design Development	10%
Construction Documents	75%
Bidding	5%
Construction Administration	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 \$ ~~200~~ \$ 500.00 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, NCARB
President / Kmiecik Architects Ltd.

XC:

APPROVED:



Authorized Signature – Wheaton Park District

2/23/18
Date

Michael Benard - Executive Director
Printed Name and Title