

7 January 2020

Mr. Rob Sperl  
Director of Parks and Planning  
Wheaton Park District  
1000 Manchester Road  
Wheaton IL 60187

Re: Proposed Letter of Agreement for Additional Architectural Services to the Wheaton Park District  
Memorial Park Improvements Project – Additional Site Observation Visits  
Project No. 2016-049

Dear Rob:

In accordance with the terms of the Owner-Architect agreement for the project, Williams Architects (WA) is to notify the Park District in writing when the contracted number of on-site construction observation visits has been reached. The Owner-Architect agreement stipulates that the Architect is to provide 27 site observation visits over the duration of the project. On Tuesday, December 17, WA performed its 27<sup>th</sup> on-site observation visit. We have been at the project site and/or attended meetings on the following dates in 2019, for a total of 30 visits:

Tuesday, August 6	Tuesday, August 13	Tuesday, August 20	Tuesday, August 27	Tuesday, September 3
Tuesday, September 10	Tuesday, September 17	Tuesday, September 24	Thursday, September 26	Tuesday, October 1
Tuesday, October 8	Monday, October 14	Tuesday, October 15	Tuesday, October 22	Thursday, October 24
Tuesday, October 29	Thursday, October 31	Tuesday, November 5	Thursday, November 7	Saturday, November 9
Tuesday, November 12	Tuesday, November 19	Tuesday, November 26	Friday, November 29	Tuesday, December 3
Tuesday, December 10	Tuesday, December 17	Friday, December 20	Monday, December 23	Monday, December 30

Field observation reports have been prepared for each of these visits documenting our observations.

Accordingly, we are submitting this written request for additional services to the Park District for additional site visits on a per-visit basis as needed until project completion. We propose to continue to visit the site on a minimum weekly basis, and as requested by the Park District or as otherwise advisable due to current construction activities.

#### ADDITIONAL SCOPE / BUDGET & FEES:

Williams Architects proposes to provide additional site visits between this date and final completion of the project for a fixed fee of SEVEN HUNDRED FIFTY DOLLARS (\$750.00) per date of visit. This sum shall include travel to and from the project site, attendance at an on-site meeting (if one is scheduled), discussion of issues requiring resolution with Owner and Contractor representatives as needed while on site, and issuance of a written field observation report for each visit.

(Please note that this proposed amount is per date, not per staff member. For example, if both Gary Pingel and Brad Moser attend the same meeting or observation visit, that will be counted as one visit.)



We respectfully propose to increase our Basic Services and Reimbursable Expenses in the original Owner / Architect Agreement by the aforementioned fee per visit. These site visits will be invoiced on a monthly basis with our other regular invoicing for previously contracted construction phase services.

If acceptable, please sign below and return an original to our office at your earliest convenience.

If you have any questions or comments regarding this matter, please feel free to contact us. We are thankful for our continued relationship with the Wheaton Park District on this important Project.

Cordially,



Andrew R. Dogan, AIA, NCARB, LEED AP  
Principal

cc: Sonja Sportleder / Williams Architects

APPROVED:



Wheaton Park District Authorized Agent's Signature

2/14/2020  
Date

Michael Bonard Executive Director

Printed Name and Title of Wheaton Park District Authorized Agent

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