



20 February 2024

Mr. Michael Benard, Executive Director
Wheaton Park District
102 East Wesley Street
Wheaton, IL 60187

Re: Additional Architectural Services to the Company
Community Center Phase II remodel / Interior Design Service / Phase .65
Project No. 2023-011

Dear Mike:

As per the terms of our Owner / Architect Agreement, Williams Architects has been directed to assist with Interior Design Services – Furniture for the open office work area as part of the Community Center Phase II remodel.

PROJECT BACKGROUND & UNDERSTANDING OF PROJECT SCOPE

Conceptuel Design/Contract Documents/Construction Administration

Williams Architects / Williams Interiors will prepare furniture plans and options to review with park district staff for open office 210 and the (8) private offices as part of the community center phase II remodel. We will develop 2-3 furniture floor plan options to review with staff that reflect the scope of items already provided by the park district. Williams Interiors will assist with the material and colors selections of all furniture items to coordinate with the renovation. Upon final approval of furniture selections, finishes and layouts we will develop detailed floor plans along with furniture specifications for the park district use in soliciting furniture bids. Interior renderings are not included.

The park district will be responsible for preparing all general requirements, administration, advertisement and solicitation of the furniture the bid package. Bidding administration is not included in the fee. Should such services be needed during the bidding process we will bill the district on an hourly basis as needed.

We have included one site visit at the completion of the furniture installation to prepare and distribute a furniture punch list. Should additional visits beyond the (1) included be needed we will bill the park district on an hourly basis.

TOTAL PROFESSIONAL PROJECT SERVICE FEES

We respectfully propose our Professional Services fees on a fixed fee of \$7,550.00 plus reimbursable expenses.

Our base services work will be provided on a percentage of work completed basis from the rate table below. Any Additional Services authorized by the Owner and approved in writing will be provided on an hourly basis from the rate table below.

RATE TABLE

Managing Principal	\$ 250.00/Hour
Senior Principal	\$ 231.00/Hour
Principal	\$ 225.00/Hour
Associate Principal	\$ 223.00/Hour
Senior Associate/Senior Project Mgr.	\$ 223.00/Hour
Associate / Project Manager	\$ 203.00/Hour
Architect III	\$ 180.00/Hour
Architect II	\$ 166.00/Hour
Architect I	\$ 149.00/Hour
Senior Project Coordinator II	\$ 180.00/Hour
Senior Project Coordinator I.....	\$ 166.00/Hour
Project Coordinator IV	\$ 135.00/Hour
Project Coordinator III	\$ 124.00/Hour
Project Coordinator II.....	\$ 105.00/Hour
Project Coordinator I.....	\$ 90.00/Hour
Project Technician II.....	\$ 70.00/Hour
Project Technician I	\$ 54.00/Hour
Aquatic Engineer II	\$ 214.00/Hour
Aquatic Engineer I	\$ 163.00/Hour
Director of Marketing	\$ 200.00/Hour
Marketing Coordinator	\$ 145.00/Hour
Accounting	\$ 192.00/Hour
Secretarial	\$ 135.00/Hour
Clerical	\$ 96.00/Hour
Director of Interior Design	\$ 182.00/Hour
Interior Designer V.....	\$ 142.00/Hour
Interior Designer IV	\$ 119.00/Hour
Interior Designer III	\$ 92.00/Hour
Interior Designer II	\$ 79.00/Hour
Interior Designer I	\$ 54.00/Hour

If you have any questions or comments regarding this matter, please feel free to contact us. If you wish us to proceed with this work, please sign on the line below and return to our office at your earliest convenience.

All future invoices shall include a separate line item for these additional services and will be indicated under Phase 65.

Cordially,



Tom Polous
CEO / Managing Principal




Carrie Kotera
Director of Interiors

xc: Sonja Sporleder / Williams Architects
Scott Morlock / Williams Architects

ACCEPTED BY:

Michael Benard Executive Director

Printed Name and Title – Wheaton Park District Authorized Representative



Wheaton Park District Authorized Signature

3/1/2024

Date

