

24 July 2017

Mr. Rob Sperl, Director of Parks and Planning c/o
Mr. Michael Benard, Executive Director
Wheaton Park District
1000 Manchester Road
Wheaton, Illinois 60187

Re: Wheaton Park District
Concrete & Stair Evaluation & Due-Diligence Study at Multiple Locations
WA BD No. 2017-TBD

LETTER OF PROPOSED AGREEMENT (LOPA)

Dear Rob:

We appreciate the opportunity to submit this Letter of Proposed Agreement (LOPA) for Facility Evaluation & Due-Diligence Study services to the Wheaton Park District (WPD) for a Concrete and Stair Evaluation and Due Diligence Study at Multiple Locations. Please refer to the information that follows within this LOPA regarding this Project.

UNDERSTANDING

We understand that the Wheaton Park District is seeking professional services to provide an evaluation of several existing areas of concern at the Arrowhead Golf Club and the DuPage County Historical Museum (WPD Administrative Office). The evaluation will identify current conditions and probable causes, options for repair and remediation of conditions encountered, and preliminary estimates of construction cost for said repair and remediation.

PROPOSED BASE SCOPE OF SERVICES

- 1) Existing documentation and construction phase materials from the Arrowhead Golf Club project completed by PHN Architects will be reviewed and analyzed to assess any potential issues.
- 2) An on-site Evaluation & Due-Diligence visit will include a visual inspection and condition assessment of the following components:
 - Exterior stairs, ramps, retaining walls, and terraces/patios at Arrowhead Golf Club.
 - Exterior stairs at DuPage County Historical Museum.
- 3) Prepare a report outlining our observations regarding the condition and function of the components defined above, including recommended / prioritized repairs or replacement, with associated estimates regarding the same.

In addition to the specific activities noted above, meetings will be scheduled with WPD staff to review our findings and deliverables. Up to two (2) such meetings with WPD staff and one (1) presentation of findings to the Park District Board Buildings & Grounds Committee are included as part of the Base Scope of Services herein.

PROPOSED PROJECT TEAM

Williams Architects proposes the following Project Team for this Scope of Services:

Gary A. Pingel – Project Architect

Mr. Pingel shall conduct the on-site evaluation and assessment of the two locations, identify conditions requiring repair or replacement, and prepare recommendations for repairs or replacement along with associated cost estimates. Mr. Pingel will also attend Board/Committee meetings as required to present and review our findings.

Andy R. Dogan – Managing Architect

Mr. Dogan shall accompany Mr. Pingel to the on-site evaluation and assessment of the two locations. He shall additionally be primarily responsible for project scheduling, documentation, and reporting activities. Mr. Dogan will also attend Board/Committee meetings as required to present and review our findings.

SCHEDULE

Assuming authorization to proceed with this LOPA in late July, we anticipate the following approximate schedule of activities:

On-Site Evaluation & Due-Diligence Visit	Tuesday, August 1
Draft Evaluation Report to WPD	Thursday, August 17
Meet with WPD Staff to Review/Discuss Findings	week of August 21
Presentation of Findings to Buildings & Grounds Committee	Wednesday, September 6
Final Report to WPD	Wednesday, September 20

PROPOSED FEES

We respectfully propose to provide the above noted Services for the lump sum fee of **Three Thousand Six Hundred Dollars (\$3,600.00)**.

INVOICING

We shall invoice for our professional services in full, once our evaluation report is completed. Payment is due within thirty (30) days of your receipt of the same.

ADDITIONAL SERVICES

Additional Services shall include those services not noted as Base Services in this proposal. Additional services shall also include any increases in the Project scope.

HOURLY RATES

Any services performed on an hourly basis and Additional Services requested in writing by the District for work not included, shall be provided on an hourly basis at the rates listed below. These rates shall be revised the beginning of June each year. The following rates shall hold through 31 May 2018:

2017/2018
WILLIAMS ARCHITECTS
RATE TABLE

Principal II	\$ 220.00/Hour
Principal I	\$ 203.00/Hour
Associate Principal.....	\$ 187.00/Hour
Senior Associate/Senior Project Mgr.	\$ 181.00/Hour
Associate / Project Manager	\$ 166.00/Hour
Architect III	\$ 146.00/Hour
Architect II	\$ 135.00/Hour
Architect I	\$ 121.00/Hour
Senior Project Coordinator II.....	\$ 146.00/Hour
Senior Project Coordinator I.....	\$ 135.00/Hour
Project Coordinator IV.....	\$ 110.00/Hour
Project Coordinator III	\$ 101.00/Hour
Project Coordinator II	\$ 85.00/Hour
Project Coordinator I.....	\$ 74.00/Hour
Project Technician II.....	\$ 57.00/Hour
Project Technician I.....	\$ 44.00/Hour
Aquatic Engineer II.....	\$ 174.00/Hour
Aquatic Engineer I.....	\$ 133.00/Hour
Director of Marketing.....	\$ 163.00/Hour
Marketing Coordinator.....	\$ 117.00/Hour
Accounting	\$ 156.00/Hour
Secretarial	\$ 110.00/Hour
Clerical	\$ 78.00/Hour
Director of Interior Design	\$ 148.00/Hour
Interior Designer V.....	\$ 115.00/Hour
Interior Designer IV	\$ 97.00/Hour
Interior Designer III.....	\$ 76.00/Hour
Interior Designer II.....	\$ 64.00/Hour
Interior Designer I.....	\$ 45.00/Hour

In addition to our estimated fees, we recommend the District maintain an Owner contingency fund within the overall project budget to allow for the potential of Additional Services and unforeseen conditions, etc. not included herein.

REIMBURSABLE EXPENSES

In addition to our professional services, we shall also invoice the client for our Project related Reimbursable Expenses at a 1.15 multiplier. Project related Reimbursable Expenses include such items as travel, vehicle mileage, tolls, printing, copies, photography, renderings / slides, phones & fax, data transfer, postage / messenger / overnight courier, permits, direct miscellaneous Project supplies, etc.

CONCLUSION

If you are in agreement, please sign and return one (1) copy of this LOPA. It is understood that the general terms contained within this proposal herein are as per the Architect's Standard of Care for Pre-Design Services.

Thank you again for this opportunity to continue to provide Professional Architectural Services to the Wheaton Park District. If you have any additional questions or comments, please do not hesitate to contact me at your earliest convenience.

Cordially,



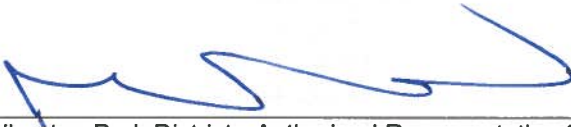
Andrew R. Dogan, AIA, NCARB, LEED AP
Managing Architect

Cc: Sonja L. Sporleder / Williams Architects
Tom C. Poulos / Williams Architects
Gary A. Pingel / Williams Architects

ACCEPTED BY:

Mike Beward, Executive Director

Printed Name and Title – Wheaton Park District Authorized Representative



Wheaton Park District - Authorized Representative Signature

8/8/17

Date

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