

22 March 2022

Mr. Rob Sperl, Director of Parks and Planning  
Wheaton Park District  
102 East Wesley Street  
Wheaton, IL 60187

Re: Amendment No. 1 to Letter of Proposed Agreement for Interior Finish Selection Services  
Wheaton Park District Community Center  
WA Project No. 2021-048

Dear Mr. Sperl:

As discussed in our meeting on Tuesday, March 15, the following is a proposal for additional professional services as required to complete documents for public bidding and provide bidding, permitting, and construction phase services required to implement the project.

In accord with your request, we have outlined the highlights of our proposed additional professional services and associated fees for same. Please refer to the pages that follow for additional detail.

#### **PROJECT BACKGROUND & UNDERSTANDING OF PROJECT SCOPE**

Our project is currently proceeding under the terms and conditions of the original Letter of Proposed Agreement dated 14 April 2021, which provides for our firm to provide drawings and material selections as required for the District to perform selected finish updates for certain spaces within the Community Center using its own staff and resources to procure materials and complete installation. As the project scope has become more defined and selections have been finalized by Park District staff, the District has requested a proposal from our office to provide additional services as required to complete bidding documents for the Project, and provide services to administer bidding, permitting, and construction administration for the established Scope of Work. These additional services are proposed and described as follows:

##### **Task One – Construction/Bidding Documents**

Additional drawing and specification information including specific installation details for the specified products and Division 1 and 2 specifications indicating Contractor responsibilities and requirements are required beyond the current level of information provided to bid the project to general contractors. As part of these services, we will also prepare front end bidding documents for the project based on the Park District's standards.

##### **Task Two – Bidding Assistance**

During this task, we will assist with administering the bidding process by publishing the project documents to the BHFx plan room service, answer questions from bidders, issue addenda as required, conduct a pre-bid meeting, attend and conduct a bid opening, and screen the apparent low bidder(s) for purposes of making a contract award recommendation to the Board of Commissioners.

##### **Task Three – Permitting Assistance**

This project will require permits from the City of Wheaton due to the new doors and walls being constructed to create storage closets and minor plumbing work within certain spaces on the upper level. During this task, we will submit documents to the City of Wheaton, respond to permit and plan review comments as required, and work to expedite issuance of the building permit.

**Task Four – Construction Administration**

During this phase, we will assist with administration of the contract for construction. We will review and comment on the contractor's submittals and shop drawings, respond to requests for information, review potential change orders, and review and process the Contractor's Applications for Payment. We shall additionally attend one pre-construction meeting, three combined Owner-Architect-Contractor (OAC) meetings and site visits (for which field reports will be prepared and forwarded to Owner and Contractor), conduct a punch list inspection, and review the Contractor's closeout and O&M submittals for compliance with the Architect and Park District's requirements

**ARCHITECTURAL & INTERIOR DESIGN TEAM MEMBERS**

- o Andrew R. Dogan / Senior Principal & Project Executive
- o Carrie A. Kotera / Director of Interior Design
- o Brad O. Moser or Gary A. Pingel / Project Architect (for construction administration services requested)

**PRELIMINARY PROJECT SCHEDULE**

Board / B&G Committee Approval	April 2022
Bidding Process	May 2022
Permit Process	May 2022
Construction Start	September 2022
Construction Completion	December 2022 (to be determined based on material lead times)

**TOTAL PROFESSIONAL SERVICE FEES**

We respectfully propose to perform the scope of work herein for a fixed fee as follows:

Task 1 – Construction/Bidding Documents	\$ 3,200.00
Task 2 – Bidding Assistance	\$ 3,150.00
Task 3 – Permitting Assistance	\$ 1,500.00
Task 4 – Construction Administration	\$ 11,950.00
<b>TOTAL PROFESSIONAL SERVICE FEES</b>	<b>\$ 19,800.00</b>

**ADDITIONAL SERVICES**

We will provide additional site visits and field reports as requested in writing by the Park District beyond those included within this scope of services for a fixed rate of \$550.00 per visit and field report.

Any Additional Services authorized by the District and approved in writing will be provided on an hourly basis from the rate table below, or at a mutually agreed fixed fee. These rates are subject to review and change on or about June 1 each year.

Principal II .....	\$ 243.00/Hour	Project Technician II.....	\$ 64.00/Hour
Principal I .....	\$ 224.00/Hour	Project Technician I.....	\$ 49.00/Hour
Associate Principal.....	\$ 206.00/Hour	Aquatic Engineer II.....	\$ 194.00/Hour
Senior Associate/Senior Project Mgr. ....	\$ 202.00/Hour	Aquatic Engineer I.....	\$ 148.00/Hour
Associate / Project Manager.....	\$ 184.00/Hour	Director of Marketing.....	\$ 181.00/Hour
Architect III .....	\$ 163.00/Hour	Marketing Coordinator.....	\$ 131.00/Hour
Architect II .....	\$ 150.00/Hour	Accounting .....	\$ 174.00/Hour
Architect I.....	\$ 135.00/Hour	Secretarial.....	\$ 123.00/Hour
Senior Project Coordinator II .....	\$ 163.00/Hour	Clerical.....	\$ 87.00/Hour
Senior Project Coordinator I .....	\$ 150.00/Hour	Director of Interior Design .....	\$ 165.00/Hour
Project Coordinator IV .....	\$ 123.00/Hour	Interior Designer V .....	\$ 129.00/Hour
Project Coordinator III .....	\$ 112.00/Hour	Interior Designer IV .....	\$ 108.00/Hour
Project Coordinator II .....	\$ 95.00/Hour	Interior Designer III.....	\$ 84.00/Hour
Project Coordinator I.....	\$ 82.00/Hour	Interior Designer II.....	\$ 71.00/Hour
		Interior Designer I.....	\$ 49.00/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 not included herein.

**REIMBURSABLE EXPENSES**

In addition to our professional services, we shall also invoice the client for our Project related Reimbursable Expenses at our direct cost. Project related Reimbursable Expenses include such items as travel, vehicle mileage, online plan room administration fees, printing, copies, postage / messenger / delivery, direct miscellaneous Project supplies for sample boards, etc. We estimate reimbursable expenses to be approximately \$2,500 for this additional Scope of Work, the majority of which is related to online plan room administration fees and printing of documents for City of Wheaton permit review.

**QUALIFICATIONS**

This Letter of Proposed Agreement is based on the following assumptions and qualifications:

1. This LOPA is based on the "professional standard of care" for architectural services provided by similar firms performing similar services. The client understands that while producing these documents, imperfections and inconsistencies may occur. We recommend that the Owner maintain a contingency fund to account for these conditions during the Construction/Installation Phase.
2. The following items or services are not part of our Basic Services, but can be provided as an Additional Service:
  - a. Meetings and site visits beyond those noted herein
  - b. Zoning / Appearance Review Services and Meetings (not anticipated to be required)
  - c. As-Built Documentation (typically provided by contractors)
3. Williams Architects shall not review of lien waivers or certified payrolls during the construction process, nor shall the firm bear responsibility for verifying that subcontractors and suppliers receive payment.

**CLOSING**

We wish to thank you for the opportunity to present this Amendment to the previously executed Letter of Proposed Agreement to the Wheaton Park District. If you have any additional questions or comments, please do not hesitate to contact us at your earliest convenience.

Cordially,



Andrew R. Dogan, AIA, NCARB, LEED AP  
Senior Principal / Project Executive



Carrie A. Kotera  
Director of Interior Design

Cc.: Sonja L. Sporleder / Williams Architects

**ACCEPTANCE:**

The Wheaton Park District accepts the terms and conditions of this Amendment No. 1 to the Letter of Proposed Agreement and authorizes Williams Architects to begin work immediately.

Michael Benard Executive Director

Printed Name and Title – Wheaton Park District Authorized Representative



Signature  
Wheaton Park District Authorized Representative

4/26/2022

Date

