

14 July 2021

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

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

**PROFESSIONAL SERVICES AGREEMENT –
LETTER OF PROPOSED AGREEMENT (LOPA)**

Dear Mr. Sperl:

We at Williams Architects ("Architect") wish to thank you, your staff and the Board for this opportunity to continue our professional relationship in assisting the Wheaton Park District ("District") with services to provide interior finish and color selections for the Community Center at 1777 South Blanchard Street. Thank you for the opportunity to submit this Letter of Proposed Agreement ("LOPA") format to establish the business terms of our Services on the Project. This LOPA shall serve as our initial Agreement to perform the professional Services outlined herein.

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

ARCHITECTURAL & INTERIOR DESIGN TEAM MEMBERS

The following team members represent the Architects' Critical Management Team, however the services of many other talented professional and technical staff beyond those noted herein will also be utilized:

- Williams Architects – Architect of Record
 - Tom C. Poulos / Principal-in-Charge
 - Andrew R. Dogan / Principal & Project Executive
 - Carrie A. Kotera / Director of Interior Design
 - Brad O. Moser / Project Architect (for any construction administration services requested)

**SERVICES NOT TO BE PROVIDED BY THE ARCHITECT BUT WHICH MAY BE PROVIDED
DIRECT BY OWNER OR AS AN ADDITIONAL SERVICE BY THE ARCHITECT:**

- Bidding and Permitting Services
- Construction Administration
- Permit & Legal Fees
- Grant Initiatives
- Public Relations / Community Engagement / Marketing Initiatives
- Interior Signage / Graphics

PROJECT BACKGROUND & UNDERSTANDING OF PROJECT SCOPE

Williams Architects had previously been contracted by the District to complete prioritized interior renovation projects at the Community Center as per a Letter of Proposed Agreement dated 8 November 2019. As the COVID-19 pandemic has changed the District's capital implementation abilities, the District seeks to terminate that agreement and instead seek material finish, color selection, and casework design services that the District may utilize to complete updates to the Community Center using the Park District's own staff to directly purchase materials and install/apply same.

We will attend a total of four (4) meetings with Park District staff to confirm finish types and performance requirements, review overall budget/timing of installation, review and develop selections, and attend one (1) Buildings & Grounds Committee meeting to provide an update and solicit feedback before selections are finalized. One of these meetings with Park District staff will be held at the Architect's office in Itasca to facilitate presentation of material and color samples and options.

Our deliverables to the Park District will include a set of drawings including color and finish selections for each space within the building and elevations and typical sections for casework and counters in each space where replacement casework is required. Specifications and manufacturer's installation instructions for paint, flooring products, casework, ceiling tile, wall protection, and countertops will also be provided. In addition to these drawings and specifications, we will additionally provide up to (three) three-dimensional renderings of selected spaces to illustrate the character of the proposed improvements once materials are selected.

No reconfiguration or alteration of any spaces, systems, or fixtures beyond finish and casework/countertop replacement is included within this Scope of Work.

PRELIMINARY PROJECT SCHEDULE

Board / B&G Committee Approval	August 2021
Design / Selection Process (Four Meetings)	August – September 2021
Board / B&G Update	October 2021
Completion of Drawings & Specifications	October 2021
Procurement/Installation of Finishes by WPD	to be determined

TOTAL PROFESSIONAL PROJECT SERVICE FEES

We respectfully propose to perform the scope of work herein for a fixed fee of TWENTY-FOUR THOUSAND THREE HUNDRED DOLLARS (\$24,300.00).



ADDITIONAL SERVICES

Any Additional Services authorized by the District and approved in writing will be provided on an hourly basis from the rate table below. Although we do not anticipate engagement of any consultants for this effort, our consultants' rate schedules vary for each consultant, but they are generally comparable to our own rates enclosed herein.

2020/2021
WILLIAMS ARCHITECTS
RATE TABLE

Principal II	\$ 243.00/Hour
Principal I	\$ 224.00/Hour
Associate Principal	\$ 206.00/Hour
Senior Associate/Senior Project Mgr.	\$ 202.00/Hour
Associate / Project Manager	\$ 184.00/Hour
Architect III	\$ 163.00/Hour
Architect II	\$ 150.00/Hour
Architect I	\$ 135.00/Hour
Senior Project Coordinator II	\$ 163.00/Hour
Senior Project Coordinator I	\$ 150.00/Hour
Project Coordinator IV	\$ 123.00/Hour
Project Coordinator III	\$ 112.00/Hour
Project Coordinator II	\$ 95.00/Hour
Project Coordinator I	\$ 82.00/Hour
Project Technician II	\$ 64.00/Hour
Project Technician I	\$ 49.00/Hour
Aquatic Engineer II	\$ 194.00/Hour
Aquatic Engineer I	\$ 148.00/Hour
Director of Marketing	\$ 181.00/Hour
Marketing Coordinator	\$ 131.00/Hour
Accounting	\$ 174.00/Hour
Secretarial	\$ 123.00/Hour
Clerical	\$ 87.00/Hour
Director of Interior Design	\$ 165.00/Hour
Interior Designer V	\$ 129.00/Hour
Interior Designer IV	\$ 108.00/Hour
Interior Designer III	\$ 84.00/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, tolls, printing, copies, postage / messenger / delivery, direct miscellaneous Project supplies for sample boards, etc. We estimate reimbursable expenses to be approximately \$1,500 for this Scope of Work.

CONTINGENT OPTIONAL ADDITIONAL SERVICES

Professional services excluded from this LOPA can be provided on an hourly, or mutually agreed upon fixed fee basis by the District and Architect in accordance with the rate table herein. Upon the District's request and approval of the same, with scope and fee as established and as mutually agreed upon between the District and Architect, we will document the District's desired Contingent Optional Additional Services.

QUALIFICATIONS

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

1. The documents being prepared are intended to provide the District with selections and information required to procure the materials indicated herein using their own staff, without the assistance of a contractor. Because there will be no Contractor, there will be no Owner-Contractor Agreement nor



General Conditions of the Contract for Construction specifying the relationship and responsibility of each party during construction or installation of said finishes. Accordingly, the District assumes all responsibilities for installation means and methods in accordance with manufacturer's instructions, verification of existing dimensions and quantities of materials required for the project, any required demolition and preparation required to install the proposed finishes, latent, hidden, or unforeseen conditions affecting the work, processes and procedures required to maintain warranties of completed installation, and sequencing of installation of proposed finishes. WA will provide the manufacturer's written installation instructions to the District for the selected materials to the extent they are available.

2. This LOPA does not include any services or documents required to bid, permit, or construct the project. Such services can be provided upon the District's request as an additional service.
3. 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.
4. 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. Physical testing/core samples of any existing materials or assemblies
 - c. Zoning / Appearance Review Services and Meetings
 - d. As-Built Documentation

CLOSING

We wish to thank you for the opportunity to present this Letter of Proposed Agreement to the Wheaton Park District. We believe that we are an ideal partner for this Project given our previous work together and inherent knowledge of the building. If you have any additional questions or comments, please do not hesitate to contact us at your earliest convenience.

Cordially,



Andrew R. Dogan, AIA
Principal / Project Executive



Carrie A. Kotera
Director of Interior Design

Cc.: Sonja L. Sporleder / Williams Architects
Tom Poulos / Williams Interiors

APPROVAL:

The Wheaton Park District accepts the terms and conditions of this 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

9/21/21

Date