

24 May 2018

Mr. Steve Hinchee, Superintendent of Planning  
Wheaton Park District  
102 East Wesley Street  
Wheaton, IL 60187

Re: Letter of Proposal (LOP) for Architectural Services –  
Wheaton Park District – Community Center Track Flooring Replacement  
Williams Architects Project No. 2018-TBD

Dear Steve:

Williams Architects is pleased to present this Letter of Proposal (LOP) for Architectural Services for the proposed Track Replacement at the Community Center facility of the Wheaton Park District. Our team truly looks forward to the opportunity to again work with the Wheaton Park District on this very important project for your community. The following is our initial understanding of the scope of the project and the services required to meet your expectations.

#### **PROJECT BACKGROUND / UNDERSTANDING**

The Wheaton Park District wishes to remove and replace the existing indoor track flooring and make minor adjustments as required to achieve ADA compliance as recommended in our completed Condition Assessment completed in 2016 with an approximate construction value of between \$100,000 and \$120,000 inclusive of contingencies. The Scope of Work shall include removal and replacement of the existing point elastic flooring with a new system to be determined and recommended by the Williams Team upon review of alternatives with the Park District.

No specific project delivery method has been determined for the project at this time. It is anticipated that the project will be bid as a single prime contract to a general contractor or a flooring contractor.

#### **PROJECT APPROACH**

We understand the importance of the Community Center facility to the Wheaton Park District. Through several successful projects together over the years, we have learned a great deal over the years about how the Park District works, communicates, and makes decisions. This is important background information from which to now move forward with this project. The Williams team has the necessary expertise and a proven approach that will provide a very thorough, open and engaging design process that will meet your goals for this project.

This approach, described on the following pages, includes these steps:

- Design and System Selection Phase
- Prepare Construction Documents
- Permitting Services (City of Wheaton)
- Bidding and Construction Administration Services
- Close-Out / Warranty

This is a very specialized project type that requires experienced architects and engineers for a successful outcome. We employ a highly communicative approach that, at the onset, defines tasks and milestones and identifies responsibilities. We utilize a detailed schedule / meeting matrix to ensure we have effectively communicated the process and expectations of the entire project team. We regularly meet and monitor tasks to confirm all team members are meeting their obligations. This process has proven to be highly effective in achieving our clients' goals for the project.



Key staff members for the project shall be as follows:

Tom C. Poulos, AIA – Principal-In-Charge / Vice President  
Andrew R. Dogan, AIA – Associate Principal / Managing Architect  
Carrie A. Kotera – Director of Interior Design  
Gary A. Pingel, RA – Construction Administrator

**Project Kick-off / Data Collection (One Meeting Total)**

Williams Architects will review all existing conditions documents available and other data collected and meet with staff to gather additional input. In the kick-off meeting we discuss:

- A. Expectations/Tasks - Define overall expectations and necessary tasks and responsibilities. A detailed work plan (including initial goals & objectives,) will be discussed and a project schedule will be developed.
- B. Evaluate Program and Project Parameters - Facilitate discussions and evaluate with the Wheaton Park District program requirements and overall project parameters.
- C. Communiqué – Confirmation on lines of communication, points of contact, level of involvement by Wheaton Park District leaders and staff, and other related project management details.
- D. Data Collection – Review potential data and information required to facilitate a thorough understanding of the project background and required services from the Client and the Design Team.
- E. Budget – Review cost parameters and funding mechanisms
- F. Schedule – Confirm the proposed schedule and associated milestone dates.

**Design and System Selection Phase (One meeting Total)**

During this phase of the Project, we review the scope of work and various available flooring systems with the Park District. We will conduct a meeting with you to review system requirements, options, cost, lead time, schedules, and code analysis. Work during this phase includes refinement of our initial cost estimate to reflect materials and systems recommended and selected by our Team.

**Construction Documents (One Meeting Total)**

During this phase, we work to provide detailed drawings of every aspect of the improvements, including a project manual that has the bid forms, contracts, and the specifications for all aspects of the scope of work. These documents are then used for issuing of a building permit, as well as bidding by contractors.

**Permitting Services (No Meetings)**

During this phase, we submit our documents for permit review to the City of Wheaton. We regularly monitor this process and promptly respond to plan review comments in an effort to expedite the permits.

**Bidding (Two Meetings Total)**

During this phase, we issue the documents for distribution to interested bidders. We participate in a pre-bid meeting, answer questions, issue addenda as necessary, coordinate and attend a bid opening, assist the Park District in reviewing the lowest bidders to determine the lowest qualified bidder, and assist with providing a recommendation to the Wheaton Park District.

**Construction Administration/Warranty (Four On-Site Meetings Total)**

During this phase, we periodically visit the site and meet with the Owner and Contractor(s) to review all aspects of the Project, assisting the client in understanding the schedule and progress of the work, as well as issuing field reports for each of our visits. We also review the payout requests as submitted by the Contractor(s) and recommend payment to the Owner. We review and comment on shop drawings for the various systems and components. We provide information and clarification to the Owner and Contractor(s) throughout the construction phase. After the construction phase, we again visit the site to observe the completed improvements and provide a full and complete punch list of all the outstanding items that need to be completed and/or corrected, and assist the Owner in reviewing and accepting all of the as-built, warranty, and maintenance manuals provided by the Contractor. Finally, as part of our Basic Services, we include a walk-through of the facility with the Owner 10 months after substantial completion

to determine any outstanding warranty items so that the Contractor(s) can be notified and items corrected prior to the expiration of the warranty.

We will continually strive to maintain open and ongoing communication with all members of the Project Team throughout the Project so that issues can be discussed and solved in a logical manner, thus avoiding problems and potential delays. This enables us to complete projects on time and within budget, in an environment marked by an excellent working relationship between the client and the architect.

### **COST ESTIMATING**

Our Project Team has demonstrated strong project leadership marked by effective cost control, which has allowed us to create realistic, cost-effective Project solutions. We will work the Wheaton Park District to balance Project costs while maintaining desirable Project design and aesthetic qualities. We will do this by reviewing materials, building systems, and anticipated construction methods, and recommending cost options if necessary.

Our Team is also concerned with providing improvements that are economical to construct while taking into consideration the life-cycle impact on maintenance costs. We will review cost-saving options, and seek consensus among the Project Design Team, so value-engineering options can be integrated up-front into the design process.

### **SCHEDULE**

We are available to start this project immediately upon your authorization to proceed. Currently, we anticipate the following schedule based on our discussions to date:

#### **Preliminary Project Schedule**

<b>Task/Phase</b>	<b>Completion Date</b>
• Authorization to Proceed	Early June 2018
• Project Start Up	June 2018
• Design / System Selection Phase	Late June 2018
• Construction Documents	July 2018
• Issue for Permit & Bid	July 2018
• Bids Due	August 2, 2018
• Award of Contracts	August Park Board meeting following Award of Contracts,
• Construction Phase	as desired by Park District to accommodate building operations, activities, and programs

### **PROPOSED ARCHITECTURAL AND ENGINEERING FEES**

We propose to provide the above referenced services consisting of the Design Phase, Construction Documents, Permitting, Bidding/Negotiations and Construction Administration/Warranty for a lump sum fee as follows:

DESIGN PHASE:	\$ 1,100.00
CONSTRUCTION DOCUMENTS PHASE:	\$ 2,200.00
BIDDING AND PERMITTING:	\$ 900.00
CONSTRUCTION ADMINISTRATION:	\$ 1,400.00
<b>TOTAL PROPOSED FEE:</b>	<b>\$ 5,600.00</b>

If the scope of work should substantially increase during the project beyond the scope enumerated in this Proposal, we will negotiate a fee adjustment to the mutual satisfaction of the Wheaton Park District and Williams Architects.

### Hourly Rates

Any services performed on an hourly basis and Additional Services requested in writing by the Wheaton Park District for work not included, shall be provided on an hourly basis at the rates listed below. Our consultant's rate schedules vary for each consultant, but they are generally comparable to our own. These rates shall be revised the beginning of June each year. The following rates shall hold through 31 May 2019:

**2018/2019**  
**WILLIAMS ARCHITECTS**  
**RATE TABLE**

Principal II .....	\$ 229.00/Hour
Principal I .....	\$ 211.00/Hour
Associate Principal .....	\$ 194.00/Hour
Senior Associate/Senior Project Mgr. ....	\$ 190.00/Hour
Associate / Project Manager .....	\$ 174.00/Hour
Architect III .....	\$ 153.00/Hour
Architect II .....	\$ 142.00/Hour
Architect I .....	\$ 127.00/Hour
Senior Project Coordinator II .....	\$ 153.00/Hour
Senior Project Coordinator I .....	\$ 142.00/Hour
Project Coordinator IV .....	\$ 116.00/Hour
Project Coordinator III .....	\$ 106.00/Hour
Project Coordinator II .....	\$ 89.00/Hour
Project Coordinator I .....	\$ 78.00/Hour
Project Technician II .....	\$ 60.00/Hour
Project Technician I .....	\$ 46.00/Hour
Aquatic Engineer II .....	\$ 183.00/Hour
Aquatic Engineer I .....	\$ 140.00/Hour
Director of Marketing .....	\$ 171.00/Hour
Marketing Coordinator .....	\$ 123.00/Hour
Accounting .....	\$ 164.00/Hour
Secretarial .....	\$ 116.00/Hour
Clerical .....	\$ 82.00/Hour
Director of Interior Design .....	\$ 155.00/Hour
Interior Designer V .....	\$ 121.00/Hour
Interior Designer IV .....	\$ 102.00/Hour
Interior Designer III .....	\$ 80.00/Hour
Interior Designer II .....	\$ 67.00/Hour
Interior Designer I .....	\$ 47.00/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 listed above, we shall also invoice the Owner for our reimbursable expenses at our direct cost. Reimbursable expenses include project-related expenses such as automobile mileage and tolls incurred in the course of traveling to and from the project site, printing & photocopying, telephone & fax, online plan room service fees, postage / FedEx, project related supplies, etc. We anticipate that most of the documents created in conjunction with our scope of work will be transmitted electronically. We anticipate that reimbursable expenses for this project should not exceed \$300.00.

## PROPOSAL QUALIFICATIONS

This proposal is based on the following assumptions and qualifications:

1. The Park District shall provide all available existing conditions drawings at our request for our use in developing the documents. (We are in possession of these documents).
2. We include attendance at one City of Wheaton permit review meeting, if required.
3. We include up to **three (3)** combined site observation/Owner-Architect-Contractor meeting visits during the Construction Phase of the project to observe construction progress. We include **one (1)** site visit during the Ten-Month Warranty Walkthrough Phase to review outstanding warranty items. Meeting and field time beyond the defined limits will be invoiced on a per-meeting basis as mutually agreed upon between WPD and WA.
4. We will attend up to **one (1)** Park Board/Building & Grounds Committee meeting throughout the course of the project to provide the Board with progress updates as mutually agreed. Meeting time beyond the defined limits will be invoiced on an hourly basis.
5. We anticipate the construction phase will take approximately one (1) month. All Basic Services (with the exception of the Ten-Month Warranty Walkthrough) shall conclude sixty (60) days beyond Substantial Completion but no later than four (4) months after the start of construction.
6. We include one set of bid documents and one bid phase for building construction.
7. This proposal is based on the "professional standards" for architectural services provided by similar firms performing similar services. The client understands that in the course of 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 Phase.
8. We shall be compensated for all alternate bid items drawn and approved change orders that are not caused by imperfections and inconsistencies in the contract documents prepared by our firm.
9. 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
  - c. As-Built Documentation
  - d. Fast track construction (multiple bid releases beyond one bid release)

## CONCLUSION

If the Wheaton Park District is in agreement with the terms and conditions of this proposed Letter of Agreement, please sign and date below, and return a copy to our office. Upon receipt of an executed Letter of Agreement, we will be ready to commence with the defined Architectural Services, and we will incorporate this Letter of Proposal into a formal Owner-Architect Agreement, mutually agreeable to the Wheaton Park District and Williams Architects. In the meantime, it is understood that the general terms contained within this proposal herein are as per the AIA B132-2009 Agreement between Owner and Architect and the Architect's Standard of Care. We truly appreciate this opportunity to continue our team's longstanding relationship with the Wheaton Park District, and look forward to working together as a team to make the project a success for the Park District and the community it serves.

Cordially,



Tom C. Poulos, AIA  
Vice President/Managing Principal



Andrew R. Dogan, ALA, LEED AP  
Associate Principal / Managing Architect

xc: Sonja L. Sporleder, Accounting Associate / Williams Architects

**ACCEPTANCE:**

**The Wheaton Park District hereby accepts the terms and conditions of this Proposal and authorizes Williams Architects to begin services immediately:**

Michael Benard- Executive Director

Printed Name and Title

Wheaton Park District Authorized Representative



Authorized Signature  
Wheaton Park District

8/22/18

Date

M:\Busdev\2018\Recreation\Community Centers\2018-TBD Wheaton PD CC Interiors\LOP 2018 05 24 Wheaton PD CC Track Replacement.doc