

24 May 2018

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

Re: Letter of Proposed Agreement for Concept Development & Basic Services
Wheaton Community Center Interiors
WA Project No. 2017-001

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

Dear Mr. Hinchee:

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 Concept Development and Basic Services to implement interior improvements to 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. Williams Architects shall provide its services in phases to enable you to work your way through the process in a logical, thoughtful, and cost-effective manner. This LOPA shall serve as our initial Agreement to perform the professional Services outlined herein, and will be attached to a mutually agreed upon Prime Agreement.

The initial Phase I Concept Development services will provide us with the foundation and framework required to complete the Phase II Basic Services to implement the Project when desired by the Park District. These proposed services will provide the District with the proper information to make informed decisions on the Project's direction. Please find enclosed the proposed scope of work and fee within this LOPA to provide professional services to the District on this most important Project. We at Williams Architects continue to be extremely appreciative of the professional relationship we have established with the Wheaton Park District, and we are delighted to assist you with our professional expertise on this highly specialized Project type.

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:

Phase I – Interiors Concept Development Team Members

- Williams Architects – Architect of Record
 - Tom C. Poulos / Principal-in-Charge
 - Andrew R. Dogan / Managing Architect
 - Carrie A. Kotera / Director of Interiors



Phase II – Basic Services Team Members

- Williams Architects – Architect of Record
 - Tom C. Poulos / Principal-in-Charge
 - Andrew R. Dogan / Managing Architect
 - James R. O'Malley / Project Architect
 - Carrie A. Kotera / Director of Interior Design
- Mechanical, Electrical, Plumbing, and Fire Protection Engineer
 - To be determined.
- Low Voltage / AV Design
 - To be determined.

SERVICES NOT TO BE PROVIDED BY THE ARCHITECT BUT WHICH MAY BE PROVIDED DIRECT BY OWNER:

- Survey, Soils / Material Testing and HAZMAT
- Energy Modeling
- Permit & Legal Fees
- Grant Initiatives
- Public Relations / Marketing Initiatives

PROJECT BACKGROUND & UNDERSTANDING OF PROJECT SCOPE

We understand that the Wheaton Park District is continuing the consideration of scope, scale and funding options for an interior renovation to the Wheaton Park District Community Center, advancing the interior projects identified in the Williams Architects study dated September 2, 2016.

As a result, we will utilize our prior efforts as a basis of information moving forward into the below noted Phase I and Phase II Services. The following narrative and scope of services to be performed by the Architect and Engineering Consultant Team shall be completed in accordance with generally accepted standards of the practice and shall include the services and supplies to complete the following tasks:

Phase I – Concept Development

Study of Existing Conditions (2 meetings anticipated)

The Williams Team shall conduct a comprehensive condition assessment of interior elements of the Community Center, including the inspection of existing flooring to determine appropriate construction methods for replacement. Specifically, multiple options will be explored for replacement of existing lobby and corridor tile, including the possibility of overlaying the existing flooring, with cost differences identified. Other items requiring repair or replacement will be identified, with priority rankings developed in consultation with District Staff. We will conduct meetings with building management, programming, and maintenance staff to gain an understanding of how space is utilized and what programmatic and flow issues need to be addressed as part of an interior renovation project with a particular focus on the front desk area. Additionally, our team will advise on any known issues relative to ADA compliance from our own observations and the District's ADA Transition Plan and incorporate recommendations for addressing same in our study findings.

Concept Plans (3 meetings anticipated)

Following identification of items to be addressed in the Study of Existing Conditions as noted above, the Williams Team will work with Park District staff to develop a minimum of two different design solutions to address said issues with replacement of finishes, ceilings, lighting, and other materials as required to achieve design objectives and address condition issues identified in the Study of Existing Conditions. Additionally, workflow and public circulation patterns will be studied in an effort to improve the control, check-in, and registration experience for the public through exploration of several possibilities for a new and/or re-worked front desk area. Through a combination of floor plans, sample and color boards, and three-dimensional rendered imagery, we will endeavor to develop and present creative solutions that address the functional and programmatic needs of the District. A minimum of four different photorealistic renderings will be prepared for the concepts developed in addition to plan and elevation drawings describing the proposed improvements.

Cost Estimates, Scheduling, and Phasing (2 meetings anticipated)

Based on the improvements proposed, the Williams Team will prepare and refine opinions of construction cost for the scope of work identified. In conjunction with cost estimating activities, the Williams Team will identify overall schedule duration for construction of the scope of work identified and potential strategies for phasing the work such that the facility can remain in operation during construction. Should the cost for the total scope of work identified in our existing conditions assessment and concept plans exceed capital funding available for the project, the team will develop a prioritized approach to phasing the improvements over two or more years to address the needs identified in a manner that aligns with available funding.

Written Report and Presentation (2 meetings anticipated)

All of the findings from the activities described above shall be assembled into a written and graphic report format for draft presentation and review by Park District Staff. Following staff review and commentary, the Williams Team shall revise the written and graphic report as required for presentation to the Park Board and/or Buildings and Grounds Committee. If desired, we will present the report and our findings to the Buildings and Grounds Committee at one of their regularly scheduled meetings to give Committee members an opportunity to provide input and ask questions prior to finalizing the written report.

Phase II – Basic Architectural and Engineering (A & E) Services (Design Development through Construction Administration)

At the completion of Phase I – Concept Development Services and when the District determines it is feasible to move forward with the improvements identified, as a result of the findings / scope identified herein, the Architect shall proceed with Basic Architectural & Engineering Services upon approval to proceed by the Park District as follows:

Design Development Phase

We further develop floor plans, elevations, and other drawings to fully explain the design of this facility. Work during this phase also includes further refinement of the detailed cost estimate for value engineering, and involvement of our full team of engineers and designers to review and determine the best mechanical, electrical, plumbing and other systems that may be affected by interior renovations to the facility. This phase culminates in further refinement of the Phase I materials, along with a presentation to District staff and the Board for review and acceptance.

Construction Documents & Permitting Phase

During this phase, we work with our engineers to provide detailed drawings of every aspect of the project, including a project manual that has the bid forms, contracts, and the specifications for all aspects of the facility. These documents would then be used for review by the District at 50% completion and 90% completion. These documents will also be used for issuing of a building permit, and bidding by contractors. We will attend necessary meetings with the permitting agencies, prepare formal written responses and make necessary changes in order to receive timely permit approval. We will provide the District with an updated detail cost estimate and a full set of construction documents which shall include plans, specifications and District's supplemental conditions.

Bidding & Negotiation

During this phase, we submit all necessary plans in a timely fashion. We issue the updated permit approved documents to interested bidders, hold a pre-bid conference with all interested contractors, answer questions and issue addenda as necessary, attend the bid opening and determine which contractor or contractors are the lowest qualified bidders, and provide a recommendation to the District.

Construction Observation & Administration Phase

During the Construction Observation / Administration phase, we regularly visit the site and meet with the District and District's Construction Manager 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 review the payout requests, comment on and approve shop drawings, review change orders throughout the construction phase to administer the contract.

Post Construction Services and Project Close-Out – 2 Year Warranty

As part of our Basic Services, we walk the site with the Owner and develop a comprehensive list of items to be completed (Punchlist). We perform "wrap-up" tasks to ensure a smooth transition to owner occupancy.

We visit the facility 24 months after substantial completion for program/maintenance/operations review and documentation of an extended two (2) year warranty issues review. During this visit, we walk through the facility with the owner to elicit feedback to improve the functionality of your facility.

SUSTAINABLE DESIGN

Our firm's approach to sustainable design is such that "we like to put a shade of green on everything we design." To that end, at the inception and throughout the course of the Project, our Team will maintain our commitment to **GREEN ARCHITECTURE / SUSTAINABLE DESIGN**, Williams Architects take seriously our responsibility to help preserve the environment. We are committed to maintaining our fragile environment by designing building systems that use material, energy and water efficiently, focus on avoiding health issues stemming from indoor environmental quality that ultimately drive down the cost of operations. We embrace the principles outlined by the U.S. Green Building Council, which are embodied in the LEED (Leadership in Energy and Environmental Design) Green Building Rating System®. Our on-staff LEED Accredited Professionals have demonstrated an understanding of the principles of green architecture, and our firm recognizes the following benefits achievable through sustainable design:

- Extended durability.
- Safeguarding water supplies.
- Enhanced occupant comfort.
- Energy and water savings.
- Reduced maintenance costs.
- Conservation of natural resources.
- Elimination of waste and pollution.
- Positive public relations.

COST MANAGEMENT

The basic premise behind our approach to cost management is collaboratively evaluating cost estimates and the performance of value engineering at multiple phases during the planning, design and construction of the project. We realize that all parties' involvement contributes to a cost-effective built project. Consistent attention by all parties to cost management and control will result in true economy. We also believe that appropriate action taken during each project phase will determine the project's cost effectiveness.

We have extensive experience in the construction industry that will bring a diverse range of knowledge in cost estimating, sales, and construction management. We will apply this experience to provide value engineering, project constructability, and project construction management review through critical phases of the design. Our philosophy of cost management contains four main elements:

- *Attitude.* Cost control must be part of the mindsets of the project team, consultants and contractors.
- *Stewardship.* The Project Team must treat and protect the client's financial resources as if they were their own.
- *Practicality.* The Project Team must establish realistic budgets that balance the client's program, desired quality level, financial resources, and include hard and soft costs.
- *Fortitude.* Should the client's desires begin to exceed the established project budget, it is our Project Team's responsibility to make this known and re-establish the necessary balance.

We have demonstrated strong project leadership marked by effective cost control, which has allowed us to create realistic, cost-effective project solutions. We will work with and assist the Owner and the to reduce 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 to the Owner. Our Team is also committed to providing a project that is economical to construct while taking into consideration the life-cycle impact on maintenance costs.

SCHEDULE MANAGEMENT & PROPOSED PROJECT SCHEDULE

Williams Architects' procedure for maintaining project schedules includes defining a very specific step-by-step process with the Owner at the beginning of the Project. With this ongoing series of deadlines to meet, it has allowed us to maintain excellent results in achieving our project deadlines. We take great effort to carefully plan out all the meetings, work tasks and project milestones for a Project. We do this because it has greatly enhanced our ability to keep our projects moving forward with no surprises to our clients. We will work with the District to develop a Project Schedule that meets the goals and objectives. We propose the below noted preliminary Project Schedule, which is subject to review by the Owner and Architect:

Preliminary Project Schedule:

Phase I – Concept Development

Commence	June 2018
Completion	September – October 2018

Phase III – Basic A & E Services (Design Development through Post Construction) (as mutually agreed – potential schedule indicated below)

Commence	October 2018
Design Development	October – November 2018
Construction Documents & Permitting	December 2018 – January 2019
Bidding / Negotiations	February 2019
Construction Start	to be determined
Substantial Completion	to be determined
Owner Occupancy	to be determined
Post Construction (2 Year Warranty)	to be determined

TOTAL PROFESSIONAL PROJECT SERVICE FEES

The compensation to the Architect by the District shall be paid on a lump sum fee basis, as described below, for the Scope of Services performed in accordance with the enclosed compensation breakdown. The Architect shall bill the District on a monthly basis for the percentage of services / work performed for the previous month's time. We are committed to the cost control and success of this Project. Williams Architects has established itself as a leader in Sports, Recreation and Aquatic Architecture; with recognized leadership in client relationships, strong design stewardship, sustainable design practices, advanced architectural systems integration and design innovation. Our process results in exceptional functional, cost effective, enduring and timeless architecture.

We respectfully propose our Professional Services fees as follows:

Phase I – Concept Development

Existing Conditions Study	\$ 6,600.00
Concept Plans	\$ 9,400.00
Cost Estimates, Scheduling, and Phasing	\$ 1,500.00
Conceptual Design Phase	\$ 1,900.00
TOTAL – Phase I – Concept Development	\$ 19,400.00

Please note that in appreciation of our continued work together and our desire to continue working on this Project with the Wheaton Park District, the proposed Phase I – Concept Development fee represents a 30 percent discount from our normal rate structure for this type of project.

Phase II– Basic A & E Services (Schematic Design through Post Construction)

The Basic Services Fee for the implementation of the Project shall be based upon the mutually agreed upon Project scope and budget and a mutually agreed upon lump sum fee to be determined at a later date.

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. Our Consultants' rate schedules vary for each Consultant, but they are generally comparable to our own rates enclosed herein.

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

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, photography, renderings / slides, phones & fax, postage / messenger / overnight courier, direct miscellaneous Project supplies, etc. We estimate reimbursable expenses to be approximately \$1,000.00 for Phase I of this project.

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.

CLOSING

We wish to thank you for the opportunity to present this Proposal to the Wheaton Park District. We believe that we are an ideal partner for this Project for the following reasons:

- *Inherent Knowledge of the District and Building*: our firm is the Architect of Record of the existing facility, is inherently familiar with the Park District's objectives, goals, and processes, and possesses all of the existing background information and CAD files needed to accomplish the project quickly and at the most reasonable cost possible.
- *Knowledge of the Project Type*: our firm's 44 years of experience in the design and planning of recreational facilities and community centers combined with the over 60 years of experience of the project team's key team members in recreational architecture ensures that the Wheaton Park District has a team that is inherently familiar with the functional requirements, appropriate materials, applicable trends, and required outcomes for a renovation of a high-traffic public recreation center.
- *Relationship with the Park District*: we take our long-standing relationship with the Wheaton Park District exceptionally seriously and appreciate the opportunity to work on each and every project we complete together with you. We are retaining the same key staff that you are already familiar with as your points of contact and managers for this Project.
- *"It's Our Baby"*: Williams Pollock Associates deeply appreciated the opportunity to design and construct a signature community center facility for the Wheaton Park District over 30 years ago. The Community Center is known throughout the region as a signature facility that is the envy of many agencies. Today, Williams Architects deeply appreciates the opportunity to apply our firm's institutional and historic knowledge of the facility that has been passed down to our current generation of firm leadership to this Project.

Thank you again for this wonderful opportunity to continue to provide our Professional Architectural and Interior Design Services 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,



Tom C. Poulos, AIA
Vice President / Managing Principal



Andrew R. Dogan, AIA
Associate Principal / Managing Architect


Cc.: Sonja L. Sporleder / Williams Architects
Carrie A. Kotera / 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

8/22/18

Date

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