



KMIECIK ARCHITECTS LTD.

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PROPOSAL FOR ARCHITECTURAL SERVICES

Wheaton Park District Board of Commissioners
Michael J. Benard
Executive Director
Rob Sperl
Director Parks and Planning
Wheaton Park District
102 East Wesley Street
Wheaton, IL 60187

PROJECT Quarantine Facility / Animal Welcome Center - Cosley Zoo
PROJECT # 2015-018
DATE 09/02/2015
REVISIONS None

Dear Mike,

It is my pleasure to have this opportunity to submit this proposal for your review and presentation to the Board for Architectural services. I look forward to continue to work on this project to get the Animal Welcome Center ready for Cosley Zoo Use and accreditation.

PROJECT UNDERSTANDINGS

Kmiecik Architects, Ltd. (Architect) shall provide Architectural, Structural and Mechanical Engineering services for the remodeling of the existing house at 1351 N. Gary Avenue into the Quarantine Facility / Animal Welcome Center (Project) as the Wheaton Park District (WPD) directs.

BASIC SCOPE OF SERVICES – DESCRIPTION OF WORK

SHEMATIC DESIGN – Completed

DESIGN DEVELOPMENT – Completed

BIDDING / CONSTRUCTION DOCUMENTS / CONSTRUCTION OBSERVATION

Prepare Architectural / Structural / Mechanical drawings and specifications required to obtain a building permit and bidding documents for work related to the Project.

1. Code analysis and meeting with City Officials as required.
2. Salvaging the existing foundation to build the new Project.
3. Coordinate documents prepared by Johnson, Wilbur, Adams for Structural Engineering and WT Engineering for Mechanical Engineering with Architectural drawings prior to bidding and permit submittal.
4. Respond to the City's Code Official's comments and revise and resubmit the documents to the reasonable satisfaction of the City to receive a building permit.

BIDDING

1. The WPD shall prepare the bid forms and Architect shall review.
2. Provide addendums as needed to clarify the documents, to the bidding trade contractors.
3. Review all bids received and make recommendations to the Board.

CONSTRUCTION ADMINISTRATION

1. Review product submittals
2. Prepare Change Orders if required
3. Provide on-site observation during construction
4. Attend project meetings
5. Review payment requests

TERMS

1. The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with the professional skill and care and the orderly progress of the Project.
2. The Architect will need to review the proposed agreement provided as part of the Request for Proposal with the District to negotiate the final terms and conditions.
3. Termination – The District can terminate architect at any time for its convenience. Payment is due for work completed up to the day the written termination notice is received.
4. Architect, Owner and Consultants agree to provide electronic file format information for drawings and other work between them; however, each party is responsible to verify the accuracy of the electronic information provided based upon hard copies.

INSURANCE

Upon acceptance of this proposal, the Architect shall provide the WPD with all required documentation to meet the District's requirements and shall be part of the signed negotiated agreement.

WORK NOT INCLUDED IN BASIC SERVICES

1. Site work
2. Bid proposal forms
3. Public hearings if Special Use Zoning is required (this fee will be billed on a hourly basis) PUD approval.
4. Design of phone, computer, A/V, radio and other low voltage wiring systems.
5. Environmental, LEED or wetlands consulting and testing.
6. Civil Engineering and site surveying.
7. Landscaping Design
8. Interior Design
9. Furniture Fixtures and Equipment (FFE)
10. Soil and Material testing.
11. Cost estimating or guarantee of the final construction cost.
12. As built drawings

ADDITIONAL SCOPE OF SERVICES – DESCRIPTION OF WORK

Public Hearing for Special Use Zoning if required by the City of Wheaton. If requested, a proposal will be prepared or will be billed hourly with the rates listed below.

SCHEDULE

It is the Architects understanding that the WPD will proceed with the construction of the project as soon as bids are reviewed and contracts signed. The Architect is prepared to meet the following dates:

September 9 th 2015	Board approves Architect to proceed with Construction Documents
November 1 st 2015	Bid Drawings completed for WPD review
Mid November 2015	Drawings out to bid
Mid December 2015	Construction Bids due
December 9 th 2015	Board approves construction contracts
January 1 st 2016	Contracts signed / Construction begins
August 2016	Construction completed

ESTIMATED COST OF CONSTRUCTION

It is estimated that the cost of construction for above has been prepared by E. P. Doyle and is attached as Exhibit A at \$498,624.00.

COMPENSATION

Kmiecik Architects, Ltd. is pleased to provide these services for a lump sum fee of \$30,000 to be billed on a monthly basis for percentage of work completed based on the following breakdown:

Schematic Design	Waived
Design Development	Waived
Construction Documents	75%
Bidding	5%
Construction Administration	20%

RATE TABLE

Our hourly-based work, and any additional services approved in writing, will be provided on an hourly basis in accordance with the following rate table. Our consultants' respective rate schedules vary by consultant but are generally comparable to our own. The following rate schedule is revised at the beginning of January each year.

Principal	\$ 150.00/Hour
Project Technician	\$ 42.00/Hour

REIMBURSABLE FEES

In addition to the fees listed above, we shall invoice the Wheaton Park District for all out of office reimbursable expenses at a 1.15 multiplier. Reimbursables shall include such items as printing, photography, deliveries, etc..

We recommend that you budget \$ 500 for reimbursable expenses for this project. We shall invoice the Wheaton Park District on a monthly basis for all services provided and payment is due within thirty (30) days of your receipt of each invoice.

In house expenses are included in our hourly rates and the lump sum amount. This includes mileage, local phone calls, office supplies, in house copies, etc.

Wheaton Park District / Animal Welcome Center, Quarantine Center – Cosley Zoo / 2015-018 / 02 September 2015

If you are in agreement with this proposal of services, please sign below.

Sincerely,



Lawrence M. Kmiecik, NCARB
President / Kmiecik Architects Ltd.

XC:

APPROVED:



Authorized Signature – Wheaton Park District

9/9/15
Date

Michael Benard Executive Director
Printed Name and Title