



March 2, 2010

Mr. Jon Joy
Lake County
18 North County Street
Waukegan, IL 60085

RE: Structural Services Proposal - **Modification to Existing Agreement**
Renovation of Administrative Tower

Dear Jon:

HDR is pleased to submit this proposal for structural services relating to the Multiple Floor Remodeling of the Lake County Administrative Tower 18 N. County Street, Waukegan, IL.

Project Description

The project involves structural analysis and details for structural improvement to 1 floor within the Lake county Administrative Tower located at 18 North County Road in Waukegan, IL. The purpose of the improvements is to improve the structural capacity of 1 floor plate and corresponding structure to accommodate filing and storage needs for select areas. It is undetermined the extent at which the capacity can be increased until the analysis has been performed.

Scope of Services

Based on discussions regarding upgrading one floor to accept file storage the following is our proposed scope of work:

1. Further review of the existing building documents.
2. Development of an analysis model for the entire building.
3. Analysis of the building under current code and loading.
4. Analysis of the floor and building framing with the proposed loads.
5. Design of supplemental framing and reinforcing details. Attend meetings with the owner (2 meetings)
6. Preparation of contract documents for the structural modifications which will be incorporated into the floor renovation packages for the Tower renovation.
7. Internal QA/QC review
8. Review of shop drawings for the modifications.
9. Field observation (2 visits) during construction.

This scope of work is based on the following assumptions:

1. The existing drawings represent the as built condition of the building.
2. The owner will provide documentation of any structural modifications to the building not reflected on the original drawings.
3. The proposed file storage layouts will be provided prior to item 4 above and final selection of the layout will be determined prior to item 5 above.
4. File storage upgrade will be limited to one floor of the building.

This scope does not include:

1. Field verification of framing.
2. Material testing.

Client Responsibilities

Lake County shall provide the following:

1. Legal, accounting and insurance counseling services that may be necessary.
2. Access to relevant spaces.
3. Timely decisions and approvals.
4. Copies of all as-built drawings.
5. Hazardous materials mitigation.

Additional Services

If Lake County wishes to add the following services in the project scope. They are currently not included in this scope. HDR can provide these services on an hourly basis or upon an agreed lump sum.

1. Architectural and Engineering services beyond the services described in 'Scope of Services'.
2. Project Changes to bidding or construction documents resulting from change in scope or revisions.
3. Project Changes to bidding or construction documents resulting from inconsistent approvals or instructions previously given.
4. Project Changes to bidding or construction documents required by enactment or revisions of codes, laws or regulations subsequent to the preparation of such documents.
5. Preparing Substantive Alternate Bids or Post Bid Value Engineering.
6. Attendance at additional meetings & site visits not required in scope of work above.

Schedule

HDR shall develop a mutually agreeable schedule based production schedule for the floor renovation packages.

Compensation

HDR proposes the following fees for professional services as a Lump Sum contract including expenses in the amount of \$29,900.00.

Analysis	\$13,275.00
Design	\$11,800.00
Construction	\$ 4,425.00
<u>Expenses</u>	<u>\$ 400.00</u>
Total	\$29,900.00

HDR will invoice Lake County monthly for Lump Sum professional services for work completed each month based on the percentage complete of the agreed phase amounts. It is understood that the County will print its own review sets and bidding sets.

Terms and Conditions

The scope of this proposal including all descriptions, assumption, scope of work, client responsibilities and exclusions shall be incorporated into our existing Agreement.

Thank you for the continued opportunity to serve Lake County.

Sincerely,
Terry D. Littell, AIA
Project Manager

