



January 3, 2012

Mr. Kurt W Schultz, AIA
Construction Program Manager
18 North County Street, 9th Floor
Waukegan, Illinois 60085

RE: Architectural Services Proposal Renovation of Administrative Tower Floors 6-9

Dear Kurt:

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

Project Description

The project involves contract documents for design and construction of multiple floors and supporting systems for the Lake county Administrative Tower located at 18 North County Road in Waukegan, IL.

The remodeling project will include renovations to the 6th, 7th 8th and 9th floors of the administrative tower. Each floor of the administrative tower is approximately 9,000 square feet. It is anticipated that HDR's remodeling scope will involve "core and shell" with design & detailing of the exterior curtainwall, perimeter radiant system and renovations to the elevator lobby and restrooms. The project will also include provisions for open office HVAC and finishes. Work to be performed under this contract will include architect-of-record services for the "core and shell" remodeling of selected floors of the Lake County Administrative Tower, including associated mechanical and electrical engineering, and other services ancillary to a comprehensive remodeling project. Lake County will either reuse existing partitions or provide interior partitions and office furnishings through a third party vendor. The spaces are currently occupied by these Lake County Departments:

- 6th Floor – Recorder of Deeds
- 7th Floor – Human Resources & Assessors Office.
- 8th Floor – IT Department
- 9th Floor – County Administration & Finance

It is understood that the county intends to procure the work in 2 to 4 bidding packages and procured through the Job Order Contracting (JOC) program. However, we have provided an "Option" in our proposal to procure the project as a traditional design-bid-build lump sum Contract.

Scope of Services

A. Programming and Concept Design Phase (4-6 weeks)

- HDR will meet with Lake County Departments that will occupy the 6th through 9th floors and develop a projected space program based on current County standards including current and projected future needs.
- Based on the approved program, HDR will develop scenarios for ‘test fit’ of departments on each floor.
- HDR will develop concept plans (block diagrams) for each floor based on an approved test fit scheme. Concept plans may also include scenarios to utilize available 5th floor space for temporary swing space.
- HDR will prepare a deliverable including the final program, test fit and concept plans.

B. Schematic Design and Design Development Phase (4-6 weeks)

- HDR and its Consultants will conduct up to 3 meetings with Lake County to review the project direction and progress.
- HDR and its Consultants will perform observations of visible existing conditions.
- HDR will incorporate previously developed “core and shell” layouts into the plans of floors 6-9 to establish mullion spacing and renovations to core lobby and toilet layouts, etc. HDR will convert to DWG and forward to Lake County’s consultant for development of FFE layouts.
- Based on approved concept plans, HDR will develop schematic partition and furniture layouts into the base plans for each floor. HDR will meet with the County’s vendor for coordination of plans if required.
- HDR assumes that due to repetition from prior renovations, the A/E will not be required to resubmit design narratives, calculation and cost opinions.
- HDR will complete a preliminary Design Development package to include floor plans, ceiling plans and preliminary engineering schematics.
- **Deliverables:**
 - Architectural Plans (Floor, Ceiling, Fire Code),
 - Exterior Envelope (Elevations/Sections),
 - MEP/FP system schematics/diagrams and major equipment/device/fixture locations.

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B. Construction Documents (8-12 weeks)

- Based on approved design drawings presented in the prior stage, HDR will complete a set of architectural, electrical, mechanical plans including relevant schedules, diagrams, details and specifications which will be used for permitting, bidding, and construction purposes. (Structural and Civil/Site are not anticipated and not included.). HDR will incorporate phasing into the documents for multiple floor packages.
- HDR will conduct 2 review meetings with the County to inform the County staff on the progress of the work.
- Construction Documents will address conditions that are either represented on the as-built drawings or observable for the areas affected by the proposed scope of work described in the Project Description. HDR will incorporate Addendum and Construction RFI responses from prior Tower Project (floors 2-5) into current project documents.
 - Selective Demolition Plan
 - Floor Plan and Ceiling Plans
 - Interior Finishes Schedule/Notes.
 - Exterior Elevations.
 - Building and Wall Sections.
 - Mechanical-HVAC and Plumbing Plans
 - Electrical-Power, Lighting Plans and related Low Voltage Devices
 - Technical Specifications for the above items.
 - Applicable Details, Schedules, Diagrams and Notes for the above items.
 - Front end documents developed and provided by the County.
- Specifications will be prepared based on the prior Tower Project (floor 2-5) with notable modifications based on RFI, Addenda and products installed on prior project (where applicable).
- HDR will prepare documents and applications required for submission to authorities having jurisdiction over the project during the CD phase. Lake County or its Contractor will be responsible for obtaining the permit (which may occur after the specified schedule for CD documents). HDR will answer permitting review questions related to the design documents and prepare addenda documents that may be needed to address reviewer comments.
- HDR assumes that due to repetition from prior renovations, the A/E will not be required to resubmit design narratives, calculation and cost opinions.
- HDR's plans will identify the current furniture configuration as "to be reinstalled by others upon completion of construction". Lake County will provide furniture backgrounds to HDR for incorporation into generic floor plate design. HDR will make provisions as necessary in demolition drawings for Contractor disassembly, catalog, and removal to storage of existing furniture systems (by others).

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- Lake County will provide minor furniture modifications in sequence with construction. Modifications will be limited in nature such as: power feeds, limited light layout, HVAC diffusers, sprinkler heads. These may be handled as contractor coordination issues/owner directed changes.
- **Deliverables:**
 - 50% Construction Document Review Set
 - 95% Construction Document Review Set
 - Final Construction Document Set Issued for Bidding, Permit and Construction. Permit sets will be signed and sealed.
 - HDR will respond and make reasonable modifications to address Permit Review Comments.

D. Bid/Construction Contract Administration (CCA)- 104 weeks –

CCA and Project closeout will be provided on an hourly basis and may include any or all of the following.

- Due to phased renovation of multiple floors, the total construction period is assumed as 104 weeks.
- HDR will attend Contractor pre-construction, progress meetings and conferences as requested (attendance may occasionally be via teleconference when agreed upon by County and HDR). When attending meetings in person, HDR will review progress of work and for conformance with documents. HDR will submit observation report to Client and Contractor. If requested, HDR will review and certify contractor payment applications.
- HDR will respond to Contractors written Request for Information (RFI) for interpretation and clarification of the Construction Documents.
- Review and make recommendations regarding Contractor Change Order Requests.
- Assist the County and the Contractor to in preparing the Contractor punch list verify all items are resolved.
- Coordinate the orderly delivery of Contractor close out documentation and warranties required by the Specification.
- Provide Record Documents to the County. The architect/engineer shall receive hardcopies of all as-builts from the County's contractor and apply noted field changes to the original construction drawings and submit them to the County in AutoCAD and PDF format for future use by the County.
- Provide substantial completion and final observations to review installed work. HDR will provide assistance to the contractor during initial start-up, testing, adjustment, balancing and 3rd Party commissioning of the building systems.
- Review contractor shop drawings for general conformance with the bidding documents, including drawings and technical materials. HDR will review first and one re-submittal.

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.

Assumptions

1. AutoCAD files of existing floor furniture and partition layouts which represent the existing conditions will be provided. AutoCAD files are assumed to be suitable for use as backgrounds for building and site will be provided.
2. Documents prepared by the Architect/Engineer will be prepared based upon reasonable assumptions derived from existing information provided by the Owner and from observations of the existing conditions by the Engineer without the benefit of extensive field measurements, intrusive investigation and analysis prohibited by expense and inconvenience to the Owner.
3. Unforeseen conditions, systems requiring repair or conditions that are not code compliant discovered during the progress of the project may require changes in the project, resulting in additional cost, fee and delay.
4. Reproducible construction documents will be delivered in electronic format.
5. If the County decides to provide new furnishings and moveable partitions, they will retain a 3rd party to develop plans for interior partitions and furnishings. It is assumed that the interior partition plans are not intended to vary from the layout of existing partitions. Receipt of plans in the CD phase that represent substantially different layouts may incur additional fees for redesign of systems.
6. This project will not be funded with Federal funds and thus not subject to federal purchasing requirements for "Buy America", etc.
7. This project will be designed for sound sustainable concepts, but is not intended for USGBC nor LEED registration.

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.
7. Detailed takeoff Cost Estimating or Cost Opinions.
8. Field testing, adjusting, balancing, or field time to assist installation contractor. Initial start-up is the responsibility of the various contractors and/or subcontractors.
9. Systems commissioning.

Schedule

HDR shall develop a mutually agreeable schedule based on the following (excludes Owner Review Time).

Programming and Concept Phase	6 weeks
Design Phase (SD / DD)	6 weeks
Construction Documents	12 weeks
Bid/Buy/Permit	8 weeks
Phased Construction	104 weeks (Starting Approx November 2012)

Compensation -

HDR proposes the following design fees (phases 1-3) for professional services as a Lump Sum contract including expenses. Phases 4 and 5 are assumed as hourly budgets unless negotiated otherwise.

A. Design Phases

Phase 1 fee - Program & Concept	\$ 20,500.00
Phase 2 fee - SD / DD	\$ 61,500.00
Phase 3 fee - CD	\$ 90,500.00

B. Options - Bidding, Construction and Closeout Phases

1. Scenario of 1 JOC Contractor (all 4 Floors by current Contractor JJ Henderson)

This scenario assumes that CCA effort is reduced due to minimal RFI and Submittals of products and systems that have been reviewed. Also, assumes that site observation will be as requested by the County.

Phase 4 fee – Bid <u>NIC</u>	\$ 0
Phase 5 fee – CCA (6 th Floor) <u>Hourly Budget</u>	\$ 75,000.00
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Total With Design Phases Listed Above	\$ 247,500.00

2. Scenario of New GC Design-Bid-Build (4 Floors)

Phase 4 fee - Bid	\$ 16,000.00
Phase 5 fee – CCA (hourly budget or lump sum) \$	170,000.00
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Total With Design Phases Listed Above	\$ 358,500.00

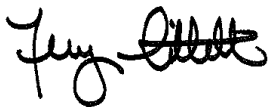
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HDR will invoice Lake County monthly for Lump Sum professional services for work completed each month based on the percentage complete of the agreed phase amounts. It is understood that the County will print its own review sets and bidding sets.

Terms and Conditions

The scope of this proposal including all descriptions, assumption, scope of work, client responsibilities and exclusions shall be incorporated into Lake County Standard Agreement for Professional Services. Thank you for the continued opportunity to serve Lake County.

Sincerely,



Terry D. Littell, AIA

Sr. Project Manager