

Proposal for

Architectural Services

for

**Lake County Division of Transportation**  
**Fuel Island Replacement**  
Libertyville, Illinois

Submitted to:

**Lake County Division of Transportation**  
600 Winchester Road  
Libertyville, Illinois 60048

By:

**FGM ARCHITECTS INC.**  
1211 West 22nd Street, Suite 700  
Oak Brook, IL 60523

July 12, 2023

**1.0 SCOPE OF PROJECT**

The Lake County Division of Transportation would like a proposal for design services to replace the existing Fuel Island. The fuel island is located at the DOT campus at 600 Winchester Road in Libertyville, IL. and the new location will be immediately adjacent. From prior study work, we understand the replacement work at the fuel island will be extensive and will include replacement of the underground tanks, canopy, dispensers, fueling controls, asphalt and concrete pads, and extensive sitework.

The scope of services to be provided include architect/engineering services for the design and construction including architecture, mechanical, electrical, plumbing, fuel dispensing design, low voltage infrastructure, civil engineering, and landscape. We have not provided environmental testing or abatement services.

1.1.1 The project is anticipated to begin in August of 2023.

1.1.2 The project delivery method will utilize a general contractor.

1.1.3 The construction duration is expected to be 10 months.

**2.0 Scope of Architects Services**

FGM Architects Inc., hereinafter referred to as FGMA or Architect, shall provide professional Architectural services as identified in AIA Document B101 Standard Form of Agreement Between Owner and Architect, modified and mutually acceptable to the Owner and architect, as summarized below for the Project:

**2.1 Schematic Design Phase. One month duration.**

2.1.1 Meetings with Owner to confirm the project goals and requirements for the fuel island replacement.

2.1.2 Architectural and Engineering Schematic Design Phase services for the replacement work. This will include schematic plans, narrative descriptions of mechanical, electrical, plumbing systems; fuel dispensing design. Canopy is projected to be a design build element within the project.

2.1.3 FGMA will develop a Schematic Design cost estimate to be prepared at the end of the phase.

2.1.4 During this phase FGMA shall develop fee for site survey, soil testing, working State Fire Marshal, State EPA, and Libertyville Building Dept. and present to Lake County for inclusion in budget as additional service and adjust fee. These costs are not known at this time, but estimates provided below.

2.1.5 At completion of Schematic Design, if the scope is revised, FGMA and the Lake County team will revisit the initial proposed architectural and engineering fees and agree upon a mutually acceptable lump sum fee for the project.

**2.2 Design Development Phase. One month duration.**

2.2.1 Upon approval by the Owner of the Schematic Design, FGMA shall proceed into the

Design Development Phase of the project. This will include Design Development plans, building elevations of the canopy, details, preliminary engineering designs for mechanical, electrical, plumbing, and fire protection systems, and outline specifications. At the end of this phase, the drawings and other documents will fix and describe the size and character of the scope of work.

- 2.2.2 Design Development work will also include fuel dispenser system design.
  - 2.2.3 Civil design and landscape architecture as required for code compliance are included as part of the design work.
  - 2.2.4 FGMA and it's team will coordinate utility requirements, including low voltage cabling and power.
  - 2.2.5 Meetings with the Lake County and Village of Libertyville for their review process are included in this phase.
  - 2.2.6 FGMA will develop a Design Development cost estimate at the end of the phase.
- 2.3 Construction Document Phase. 3 months duration.
- 2.3.1 Upon approval by the Owner of the Design Development Phase, FGMA shall prepare complete Construction Documents for the Project. The Construction Documents shall consist of complete contract drawings, specifications, and other necessary documents as required to secure a building permit for the project and proceed with the Bidding and Negotiation Phase for the Project. We have assumed the project will be bid in one phase and not in multiple packages at separate times. Although, pre-purchasing of select long lead items will be discussed.
  - 2.3.2 Contract Documents prepared by FGMA shall include architecture, mechanical, electrical, plumbing, and low voltage infrastructure engineering services. Security and audio-visual consulting are not included in this contract.
  - 2.3.3 Coordinate work with governmental review agencies.
  - 2.3.4 FGMA will prepare a Construction Document cost estimate during this phase.
  - 2.3.5 FGMA shall assist the Owner in filing the required documents for approval by Village of Libertyville.
- 2.4 Bidding and Negotiation Phase. One month duration.
- 2.4.1 FGMA shall assist the Owner in soliciting and reviewing bids from General Contractors as required. FGMA will provide bidding documents to a third-party reprographics company to distribute the documents or as directed by the Owner.
  - 2.4.2 Attend Pre-Bid meeting.
  - 2.4.3 Respond to questions and provide clarifications to bidders, and issue Addenda as required to bidders.
  - 2.4.4 Attend Bid Opening.
  - 2.4.5 Meet with low bidders as required to review bids as requested.

- 2.4.6 Incorporate all Addenda and adjustments to the contract documents to create an “Issue for Construction” set.
- 2.5 Contract Administration Services. Approximately 10 month duration. Determined from actual start of construction.
  - 2.5.1 FGMA shall assist with the administration of construction contracts including shop drawing and other submittal review as required, and review of payment applications.
  - 2.5.2 Attend an average of one On-Site Owner/Architect/Contractor (OAC) meetings or On-Site Observation visit every other week to monitor Construction Phase activities for general conformance with Construction Documents. Additional meetings are available as an additional service.
  - 2.5.3 Assist in coordinating the work of the commissioning agent if required, as an additional service.
  - 2.5.4 Participate in pre-construction and pre-installation meetings. These meetings are to be scheduled in conjunction with OAC meetings.
  - 2.5.5 Assist the Owner during initial start-up, testing, adjustment, balancing and commissioning of the building systems. Two meetings included.
  - 2.5.6 With the General Contractor and Owner, prepare Punch-List and related follow-up of same. We have included two (2) meetings for preparation of punch-list and two (2) punch-list follow-up meetings.
  - 2.5.7 FGMA shall provide to the Owner a set of record documents including the final set of construction documents and specifications incorporating field sketches and notes issued to the Contractor during the construction phase. FGMA will provide electronic copies in pdf format.
  - 2.5.8 Assist the Owner with warranty issues during the warranty period as required.
  - 2.5.9 Conduct a 10-month walk-thru with the Owner and General Contractor to review the project for warranty items.
  - 2.5.10 FGMA shall provide owner with final bid set REVIT model for above ground work. As built Model and final site survey can be provided as an additional service to be negotiated and is estimated at \$10,000.
- 2.6 Services of limited scope that are included in our proposal include the following items:
  - 2.6.1 Environmental services provided as described in this section. Additional work beyond this scope can be negotiated as the need arises.
    - 2.6.1.1 Geotechnical Services for New Fuel Island and Parking (3 Structural Borings to 20 feet, and 5 Pavement and Utility Borings to 15 feet) lab testing and report- \$10,000
    - 2.6.1.2 CCDD Allowance for Haul Off (Assume 3,000 Cuyds) - 3 Samples \$20,000

- 2.6.1.3 Limited Environmental Exploration Pre-Sampling to Confirm Tank Leaching if Any - 8 geoprobes to 12 feet, no water sampling, VOC and PNA allowance and report - \$15,000
- 2.6.1.4 Excavation haul off monitoring and sampling allowance during tank removal (single day planned) - \$15,000
- 2.6.1.5 This does not include construction testing of any full-time monitoring. IEPA and Fire Marshall work shall be called in by the tank contractor, but our team would submit our data to them in conjunction.

- 2.6.2 Hazardous Material Remediation Design Services (asbestos, lead, etc.). Not included.
- 2.6.3 Legal and topographic surveys, geotechnical explorations beyond those described above, material testing, stormwater analysis, hydrology studies, and traffic engineering services are not included in our proposal.
- 2.6.4 Coordination with Fire Marshall and EPA are part of the project, but specific requests cannot be established or estimated at this time, and fee can be negotiated.

2.7 Consultants: FGMA has included the services of the following consultants:

- 2.7.1 WT Engineers: HVAC, Electrical, Plumbing and fuel dispenser design and Engineering.
- 2.7.2 Clark Dietz Engineering: Civil Engineering

### 3.0 ARCHITECT'S COMPENSATION

The Lake County DOT shall compensate FGM Architects for professional Architectural services rendered in connection with the Project under this Proposal as follows:

- 3.0.1 For all professional services in connection with Architectural and Engineering Schematic Design, Design Development, Bidding and Negotiation, and Contract Administration Services as described above, and for the design work as described in the study dated May 16, 2023. This scope has a budget target for Cost of Construction of \$3,000,000. And a Total project budget of \$4,000,000. For that figure, we propose the following lump sum fees:

<b>Lump Sum Base Fee:</b>	<b>\$ 330,000</b>
<u>Engineering Site Fees:</u>	<u>\$ 70,000</u>
Total Base Fee:	\$ 400,000

The project is being designed to this budget target, as such, there is no reduction in fee should the project bids come in lower than this projection.

3.1 Optional Services

- 3.1.1 Stormwater Design fee to be negotiated during project when costs can be better determined.

### 3.2 Reimbursable Expenses

In addition to the compensation above, FGMA shall be reimbursed for additional expenses in connection with the Project, invoiced to the Owner at One Hundred Ten Percent (1.10) times Architect's actual direct cost of same, for the below items. We recommend establishing a Reimbursable Allowance of \$3,000, which FGMA shall not exceed without prior written approval of the Village. Reimbursable Allowance includes costs for items 3.2.1 and 3.2.3 below.

- 3.2.1 Expense of postage and/or delivery.
- 3.2.2 Travel and living expenses in connection with Architect's out-of-town travel (if required) as authorized by the Owner.
- 3.2.3 Expense of Contract Document printing for permit submittal, bidding, and construction purposes.
- 3.2.4 Expenses of any consultants not included in our proposal with Owner's prior approval.
- 3.2.5 Expense of any destructive testing/investigation work. Negotiated fee.
- 3.2.6 Any fees paid by FGMA to authorities having jurisdiction over the project with Owner's prior approval.

Reimbursable Expenses are not included in our Fee are defined in Paragraph 3.4 below. Local travel (travel less than 100 miles), phone, fax, and printing of review sets for design coordination will not be charged as a Reimbursable Expense.

- 3.2.7 If specialty consultants are required, FGMA shall be reimbursed for consultant expenses in connection with the Project, invoiced to the Owner at One Hundred Ten Percent (1.10) times Architect's actual direct cost of same.
- 3.3 The terms of this Proposal are based upon services commencing no later than August 1, 2023, and all services being completed within 30 months thereafter.
- 3.4 Payments shall be made by the Owner to FGMA upon receipt of FGMA's invoice in accordance with the Local Government Prompt Payment Act.
- 3.5 Non-payment of invoices shall constitute grounds for discontinuing service.

### 4.0 Form of Agreement

Upon review and approval of this proposal, FGMA and the Lake County shall enter into a Contract using a mutually agreeable contract form for the services outlined in this proposal. We propose using the AIA Document B101 Standard Form of Agreement Between Owner and Architect, modified and mutually acceptable to the Owner and architect. If an owner contract is provided and agreeable, the terms described in the B101 can become an exhibit attachment as part of our proposal.

We appreciate this opportunity to be of service to the Lake County DOT for this exciting project.

Sincerely,

**FGM ARCHITECTS INC.**

A handwritten signature in black ink, appearing to read "Brian Wright".

**Brian Wright, AIA | Principal in Charge**  
[brianw@fgmarchitects.com](mailto:brianw@fgmarchitects.com)

A handwritten signature in black ink, appearing to read "Andrew J. Jasek".

**Andrew J. Jasek, AIA, | Executive Vice President**  
[andyjasek@fgmarchitects.com](mailto:andyjasek@fgmarchitects.com)

**HOURLY RATE SCHEDULE**

Effective November 1, 2022\*

Where the fee arrangements are to be on an hourly basis, the rates shall be those that prevail at the time services are rendered. Current rates are as follows:

**FGM Architects**

Principal	\$300.00
Arch IV	\$260.00
Arch III	\$220.00
Arch II	\$180.00
Arch I	\$140.00
Interior Designer IV	\$240.00
Interior Designer III	\$200.00
Interior Designer II	\$160.00
Interior Designer I	\$120.00
Project Administrator	\$135.00

**Engineering Hourly Fees:**

Principal Engineer	\$200.00
Associate Principal	\$175.00

\*Hourly rates are subject to adjustment on November 1 each year.