

# FGMA<sup>ARCHITECTS</sup>

Proposal for

Architectural / Engineering Design Services

for

**Lake County Public Works Department**

**Addition to Public Works**

Lake County, Illinois

Submitted to:

**Lake County Public Works Department**

**Joel Sensenig, PE**

**Assistant Director of Public Works**

650 W. Winchester Road

Libertyville, IL 60048

By:

**FGM ARCHITECTS INC.**

1211 W. 22<sup>nd</sup> St., Suite 700

Oak Brook, IL 60523

January 24, 2024

## 1.0 SCOPE OF PROJECT

We understand that the Lake County Public Works Department intends to build an addition to their facility located at the Lake County campus on 650 W. Winchester Road in Libertyville. This fee proposal assumes an addition of approximately 2,250 SF. As budget allows, a modification of the hvac systems within the department.

The scope of services to be provided include architect/engineering services for the design and construction administration of the proposed project, and includes architecture, structural, civil, landscape, mechanical, electrical, plumbing, fire protection, low voltage infrastructure, and security system designs. The initial scope of the project has been provided by the County in the "Fiscal Year 2023 Capital Improvement Program Project Data Sheet".

- 1.0.1 Lake County Department of Public Works, hereinafter referred to as the County or the Owner, intends to build an addition to its public works facility located at 650 W. Winchester Road.
- 1.0.2 The project is anticipated to begin in February 2024. It is estimated that construction will begin in Fall/Winter 2024 with construction substantial completion in Fall 2025.
- 1.0.3 The Permitting Authority for the project will be through the Village of Libertyville. It is assumed that there are existing resources on the county campus to accommodate storm water management considerations, as such storm water management design services are not included in the fee.
- 1.0.4 The proposed site is owned by the County.
- 1.0.5 While energy efficiency may be a goal, this project is not in pursuit of green building methods or certification, such as a LEED Certified project. LEED Design & Certification fees are not included in the lump sum fee.
- 1.0.6 The project delivery method has not been determined yet.

## 2.0 SCOPE OF ARCHITECT'S SERVICES

FGM Architects Inc., hereinafter referred to as FGMA or Architect, shall provide the following professional Architectural services for the Project:

### 2.1 Schematic Design Phase

- 2.1.1 Architectural and Engineering Schematic Design Phase services for the addition. This will include schematic site design, plans, building elevations, and engineering narratives for mechanical, electrical, plumbing, and fire protection systems.
- 2.1.2 FGMA will work with the County and consultants to verify existing site conditions, including utilities to be impacted during this project.
- 2.1.3 FGMA will assist the Civil Engineer to determine stormwater requirements. See 1.0.3 above for clarification. Discussions will occur with the county to facilitate any decision making.
- 2.1.4 FGMA will develop a Schematic Design package for team review at the end of the phase.

### 2.2 Design Development Phase

- 2.2.1 Upon approval of the Schematic Design, FGMA shall proceed into the Design Development Phase for the project. This will include Design Development site design, plans, building elevations, 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 adding onto and modifications to the existing low voltage infrastructure, security, and audio-visual system design.
- 2.2.3 Building wayfinding signage and graphics are included as part of the design work. Assuming tying in with existing signage.

- 2.2.4 FGMA will provide space planning, general office furniture locations and coordinate utility requirements, including low voltage cabling and power.
- 2.2.5 Meetings with the County for their review process are included in this phase. Assuming appearance review since we are building close to Winchester Road.
- 2.2.6 FGMA will develop a Design Development package for team review at the end of the phase.
- 2.3 Construction Document Phase
  - 2.3.1 Upon approval 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 different times.
  - 2.3.2 Contract Documents prepared by FGMA shall include Architectural, Structural, Landscape, Mechanical, Electrical, Plumbing, and Fire Protection design services. Low Voltage infrastructure, security, and audio-visual contract documents are also included in this phase.
  - 2.3.3 Bidding and contract legal requirements will be provided by the County.
  - 2.3.4 FGMA will develop a 95% Construction Documents package for the team to prepare a final comments prior to bidding.
  - 2.3.5 FGMA shall assist the Owner in filing the required documents for approval of municipal and state authorities having jurisdiction over the project.
- 2.4 Bidding and Negotiation Phase
  - 2.4.1 FGMA shall assist the Owner in soliciting and reviewing bids from Contractors as required. FGMA will provide bidding documents for distribution if general construction delivery method is selected.
  - 2.4.2 Attend Pre-Bid meeting.
  - 2.4.3 Respond to questions and provide clarifications to bidders, and issue Addenda as required for issuance to bidders.
  - 2.4.4 Attend Bid Opening.
  - 2.4.5 Assist County in Bid evaluation. Review scoping questions as required.
  - 2.4.6 Incorporate all Addenda and adjustments to the contract documents to create an "Issue for Construction" set.
- 2.5 Contract Administration Services
  - 2.5.1 FGMA shall assist with the administration of construction contracts including shop drawing and other submittal review as required (up to 2 reviews of each shop drawing & submittal included), and review of payment applications.
  - 2.5.2 Attend an average of one On-Site Owner/Architect/Contractor (OAC) meetings in combination with On-Site Observation visit every other week to monitor Construction Phase activities for general conformance with Construction Documents. FGMA will also prepare and distribute reports of site observations.
  - 2.5.3 Participate in pre-construction and pre-installation meetings as required.
  - 2.5.4 Provide assistance to the Contractor during initial start-up, testing, adjustment, balancing and commissioning of the building systems.
  - 2.5.5 Building mechanical system commissioning as required by building code can be provided as an optional additional service.
  - 2.5.6 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.
- 2.6 Project Closeout Phase
  - 2.6.1 FGMA shall review the final operation and maintenance manuals, warranties, and other closeout

documents provided by the contractor.

2.6.2 Provide assistance to the Owner for warranty issues as required.

2.6.3 Conduct a post-construction 10 month walk-thru with the Owner and Contractor to review building for warranty items.

## 2.7 Consultants

2.7.1 FGMA has included in our fee the services of the following consultants:

- .1 Structural Engineering
- .2 MEP, FP, Low Voltage Structured Cabling System Design, and AV Consulting
- .3 Civil Engineering & Landscape Architecture. Survey is by owner.
- .4 Security & Access Control systems design. Assuming tying into existing system.
- .5 FGMA will NOT provide furniture design services, that is by a separate vendor hired directly by the owner.

2.7.2 Geotechnical explorations, survey, material testing, environmental engineering, hazardous waste engineering, and traffic engineering services are not included in our proposal.

## 2.8 Assumptions

2.8.1 Survey

- .1 The Client will provide a copy of current title report for the property.
- .2 The Survey will include the boundary of the property and will include utilities, the adjacent roadway, surficial features, ground elevations, and significant trees.
- .3 Architect is not responsible for the discovery of anything that is not directly observable while performing the Survey.

2.8.2 Civil & Landscape Design

- .1 Adequately sized and permitted sanitary sewer, storm sewer, and water main are available to and adjacent to the site.
- .2 Changes to project phasing will require a re-evaluation of this proposal.
- .3 Client/Contractor will be responsible for obtaining all necessary permits for sitework and utility connections other than those listed in the scope of work.
- .4 General specification notes for utilities will be included on the Detail and Notes Sheet along with applicable construction details.
- .6 Team takes no responsibility for any underground structures or buried materials such as foundations, wells, septic, holding tanks, utilities, hazardous materials, or any other items existing on the property.
- .7 The Client will provide safe and legal access to the property as required for team to properly complete its work.
- .8 This proposal does not include the following:
  - a. Land Division (CSM).
  - b. Design of any outdoor training obstacle courses.
  - c. Phase I Environmental Site Assessment.
  - d. Review or incorporation of LEED design and accreditation.
  - e. Demolition/abandonment or relocation of electrical, communications, gas, and/or other private utilities.
  - f. Design services within the public right-of-way.
  - g. Cut-fill calculations and/or graphics.
  - h. Design of off-site public utility and street extensions.
  - i. Wetland Delineation and/or Fill Permit.
  - j. Tree survey.

### 3.0 ARCHITECT'S COMPENSATION

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

3.1 For all professional services in connection with Architectural and Engineering Schematic Design, Design Development, Bidding and Negotiation Services, Contract Administration, and Project Closeout Services as described in Paragraph 2.0, our qualifications package, and the RFP, we propose the following lump sum fees.

<b>Total Lump Sum Fee</b>	<b>\$246,500.00</b>
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3.2 The lump sum fee in paragraph 3.1 is based on the scope discussed in the "Fiscal Year 2023 Capital Improvement Program Project Data Sheet" for the new addition portion of the work only, as provided by the owner. Deviation from these assumptions will require the lump sum fee to be renegotiated.

3.3 Compensation shall be distributed to each Phase based on the following percentages:

- Schematic Design Phase 15% of total compensation
- Design Development Phase 20% of total compensation
- Construction Document Phase 40% of total compensation
- Bidding and Negotiation Phase 5% of total compensation
- Construction Phase 20% of total compensation

3.4 Reimbursable Expenses are not included in our Fee are defined below. Phone, fax, and printing of review sets for design coordination will not be charged as Reimbursable Expenses. Reimbursable Expenses shall require prior written approval from The County.

3.5 For any additional services, FGMA shall be reimbursed for additional expenses in connection with the Project, invoiced to the Owner at the Architect's actual direct cost of same, for the below items. Reimbursable Allowance includes costs for items below.

- 3.5.1 Expense of postage and/or delivery.
- 3.5.2 Travel and living expenses in connection with Architect's project related travel (if required) as authorized by the Owner.
- 3.5.3 Expense of Contract Document printing for permit submittal.
- 3.5.4 Expenses of any consultants not included in our proposal with Owner's prior approval.
- 3.5.5 Expense of any destructive testing/investigation work.
- 3.5.6 Any fees paid by FGMA to authorities having jurisdiction over the project with Owner's prior approval.
- 3.5.7 Expense of Contract Document printing and / or electronic file hosting for bidding and construction purposes.

3.6 If specialty consultants are required, FGMA shall be reimbursed for consultant expenses in connection with the Project, invoiced to the Owner at the Architect's direct cost plus 10%.

3.7 Payments shall be made monthly by the Owner to FGMA upon receipt of FGMA's invoice in accordance with the Local Government Prompt Payment statute.

3.8 Non-payment of invoices shall constitute grounds for discontinuing service.

3.9 The terms of this Proposal are based upon services commencing within 90 days and all services being completed within 30 months thereafter.

### 4.0 Form of Agreement

4.1 Should our proposal be acceptable; it is our intention to enter into a formal agreement using the appropriate AIA agreement with mutually agreed upon modifications, or as we have done with other Lake County projects, negotiate the County provided contract. This document shall be attached as an exhibit.

# FGMARCHITECTS

If you have any questions regarding this proposal, please do not hesitate to contact us. We appreciate this opportunity to be of continued service to Lake County for this exciting project.

Sincerely,

**FGM ARCHITECTS INC.**



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

## HOURLY RATE SCHEDULE

Effective November 1, 2023\*

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	\$270.00
Arch IV	\$240.00
Arch III	\$190.00
Arch II	\$155.00
Arch I	\$115.00
Interior Designer IV	\$230.00
Interior Designer III	\$185.00
Interior Designer II	\$155.00
Interior Designer I	\$110.00
Project Administrator	\$110.00

### **Clark Dietz (MEPFP, Structural and Civil Engineering)**

Principal	\$175.00
Project Manager	\$150.00
Project Engineer	\$135.00
CAD Technician	\$100.00
Administrative	\$ 75.00

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