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ARCHITECTS

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May 10, 2023

Mr. Jeremiah Varco
Lake County
18 N. County Street – 9th Floor
Waukegan, Illinois 60085

RE: Purchase Order Number 224336
Lincoln Plaza Egress Vestibule
Lake County Building Entrance Vestibules

Dear Mr. Varco:

We have now completed services for your Lincoln Plaza Egress Vestibule project and modifications to the Lake County Building Entrance Vestibule project through the Construction Documents Phase. Both projects are now combined into a single project under Purchase Order 224336 which covers these services through the Receipt of Bids Phase.

In anticipation of this work proceeding beyond the Receipt of Bids Phase, we propose to provide the Construction Observation Services related to these now combined projects for a lump sum fee of \$18,000.00. These services will include, but are not limited to:

- Shop Drawing Review
- Periodic site visits to confirm that the work in place is in conformance with plans and specifications
- Job Meeting attendance
- Review of Payment Applications
- Preparation of Change Orders
- Preparation of Punch List of incomplete or defective work to be completed or corrected before final payment

All remaining work for the Entry Vestibule project, originally covered by Purchase Order Number 194532 is now covered by this proposed scope of services, so I think PO No. 194532 should be closed out.

Please call me with any questions.

Sincerely,

Thomas J. O'Connell Jr., AIA, ALA

www.pidarchitects.com

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