

michael c barnes ARCHITECT

February 4, 2019

Mary Weimar, Director
Orland Park Public Library
14921 Ravinia Avenue
Orland Park, IL 60462

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ORLAND PARK PUBLIC LIBRARY RENOVATION PROJECT

Dear Mary,

I am pleased to submit this proposal for michael c barnes architect, pllc to provide Design Architect services for improvements to the interiors of the Orland Park Public Library. These services would be performed in concert with the Library's Architect of Record and Construction Manager, Wight & Company. This proposal is based on my understanding of the anticipated work through our recent meetings, discussions, and the scope of work as was documented in the Nov. 19, 2018 Master Space Plan Study (to be re-assessed to keep within the Orland Park Public Library Board of Trustees' budget, which has been established at \$3 million, including fees, furniture, and construction costs).

Project Understanding

It is our understanding that the Library Board wishes to implement renovations to multiple interior areas, spaces, and features of the existing library building as described in the Master Space Plan Study.

MCBA will perform as Design Architect providing architectural and interior design services, working collaboratively with Wight's team of architectural and interior designers, their in-house engineers, and their construction management group to perform the work described below. The proposed fee for these services is also described below.

Scope of Services

MCBA and Wight will perform the following tasks pertaining to the interior renovations.

Conceptual / Schematic Design

MCBA (with Wight's assistance) will complete the following tasks to confirm the space program and develop a concept for the project.

1. Review space program including quantity and size of programmed areas and all other spaces to be included in the project.
2. Review building code and zoning requirements that will have an impact on the design and execution of the project.
3. Perform preliminary field investigation to confirm existing conditions and develop preliminary base floor plans.
4. Conduct detailed programming confirmation meetings with staff.
5. Develop and present general design concepts for the renovation construction as well as the FF&E, for the Library's review and approval.

Budgeting / Logistics Planning

MCBA will collaborate with Wight, utilizing the information developed as part of the Conceptual / Schematic Design services, to evaluate costs required to complete the renovation and to determine a preliminary logistics / phasing plan for the execution of the construction to ensure that the project will be executed with minimal impact to the Library's operations.

Design Development

Utilizing the approved Conceptual / Schematic Design, MCBA (with Wight's assistance) will perform design services to fix the scope and detail of the project. These services will include the following:

1. Preparation of final floor plan layouts showing all interior building requirements including furniture layouts for the space.
2. Preparation of ceiling plans showing lighting and equipment placements as well as providing product information on fixtures and equipment planned for use.
3. Development of interior finish selections including all flooring, wall finishes and ceilings.
4. Development of FF&E recommendations.
5. Review Interior wayfinding /signage locations
6. Prepare Preliminary Project Manual
7. Prepare Design Development Specifications
8. Present design development for the Library's review and approval.

Construction Documents

Based upon the approval of the Design Development phase documents, MCBA will provide guidance and review (through coordination and in the form of drawings for review and subsequent incorporation) as Wight prepares final construction drawings and specifications suitable for competitive trade contractor bidding, permit review, and construction of the proposed improvements.

Construction Administration

MCBA will assist Wight in performing the following Construction Administration services during the course of construction:

1. Review contractor's shop drawings, product data submittals and samples for conformance with the design intent.
2. Perform site visits at intervals appropriate to the stage of the contractor's operations to become generally familiar with, and to keep the owner informed about, the progress and quality of the portion of the work completed. The objective will be to confirm adherence to the design intent.
3. Attend regular meetings during construction to review project status and address open questions of the contractors or Owner.
4. Provide responses to Requests for Information (RFI's) related to interpretation of the design intent.
5. Perform a substantial completion inspection and prepare a punch list for work to be completed.
6. Perform a final completion walk-through to confirm punch list items have been completed.

Schedule

MCBA proposes to begin work on this assignment upon your authorization to proceed, as early as February 4. MCBA and Wight anticipate a maximum of 30 weeks to complete the design and documentation phases relying on the active participation of key Library decision makers for meetings. This 30 week schedule would result in completion of documents at the end of August 2019 followed immediately by the public bidding process for all of the trade contractors. MCBA and Wight expect construction to commence in October of 2019 and be phased over the next 7 to 9 months (maximum), with completion of the project in late-Spring / early-Summer of 2020. These durations are based on Wight's experience with similar type and size of public projects and it will be important to adhere to these durations to avoid additional costs for fees and/or General Conditions expenses.

The following provides a more detailed breakdown of the MCBA/Wight proposed schedule:

Activity	Duration (weeks)	Start	Complete
Schematic Design	10	02/04/19	04/15/19
Design Development	14	04/15/19	07/22/19
Construction Documents	6	07/22/19	09/02/19
Bidding and Award	6	09/02/19	10/14/19
Submittals / Construction	36	10/14/19	06/22/20
Post-Construction	2	06/22/20	07/06/20
Anticipated Duration: 74 weeks		Project Completion: July 6, 2020	

Compensation

For the above described scope of services, MCBA proposes to perform as Design Architect for the fixed fee amount of **Seventy Five Thousand Dollars (\$75,000)**, plus reimbursable expenses at cost. No reimbursement expenses shall be incurred without the approval of the Library. MCBA recommends that a budget of One Thousand Dollars (\$1,000) be established for reimbursable expenses.

The following is a list of typical reimbursable expenses in addition to the fees noted above:

1. CAD plots, presentation prints, reproductions, and delivery costs of drawings and reports.
2. Supplies, materials, and costs related to specific reports and presentations.
3. Renderings or 3 dimensional models.

Terms

Work will be billed monthly on a percent complete basis. The Library agrees to pay MCBA in accordance with the provisions of the Local Government Prompt Payment Act.


If Additional Services are requested or required, they will be performed in accordance with our standard hourly billing rates in effect at the time (\$180 per hour).

I thank you for the opportunity to partner with the Orland Park Public Library and look forward to working with you on this effort. If this proposal meets your approval, please sign one copy and return it to me. If you have any questions regarding this proposal, please do not hesitate to contact me.

Respectfully submitted,

Accepted on Behalf of the Orland Park Public Library


Michael C. Barnes
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Indian Head Park, IL 60525
312.877.0130


Name
President OPPL Board 2/20/2019.
Title Date