



August 4, 2022

Anthony Andros,
Assistant Library Director
Orland Park Public Library
14921 Ravinia Avenue
Orland Park, IL 60462

**RE: ORLAND PARK PUBLIC LIBRARY
PROPOSAL FOR CAPITAL PLANNING SERVICES**

Dear Mr. Andros,

Wight & Company (Wight) is pleased to submit this proposal for professional services to Orland Park Public Library for Capital Planning Services. We have prepared our proposal in the following four parts:

PROJECT UNDERSTANDING
SCOPE OF SERVICES
SCHEDULE
COMPENSATION

PROJECT UNDERSTANDING

Based on the conversation with the *Mary Adamowski, Steve Newman, and Anthony Andros*, the Library has decided to investigate the need for improvements in this facility through completion of the Capital Planning Service.

- *We will be subcontracting a capital planning service to help investigate the current condition of the facility, managed solely under Wight & Company, and coordinated through AEI Consultants (AEI) to help complete the proposal for Capital Planning Service.*

A report will be provided to assist the Orland Park Public Library in evaluating current conditions of the building, while providing anticipated Capital Expenditure needs over a 10-year term.

SCOPE OF SERVICES

Field Survey

The following is the field survey scope that will be undertaken on this site.

| General Access | |
|---|--|
| <ul style="list-style-type: none"> • Site and grounds • Roof, if safe (representative sample if more than one roof system) • 100% of building exterior • 100% of mechanical, electrical, and plumbing systems • 50% of interior spaces by square footage | |
| Site Reconnaissance | |
| Site and Grounds | <ul style="list-style-type: none"> • Site Drainage type and condition of storm drains • Pavement type(s) and condition • Parking count • Curb type(s) and condition • Flatwork type(s) and condition • Loading Dock type(s) and condition • Site Lighting type and condition • Building mounted lighting types and condition • Dumpster locations and quantity • Building mounted signage |
| Building Envelope | <ul style="list-style-type: none"> • Façade type(s) and condition • Window type(s) and condition • Exterior door type(s) and condition • Roofing System type(s) and condition |
| Mechanical, Electrical and Plumbing, System | <ul style="list-style-type: none"> • HVAC type(s) and condition <ul style="list-style-type: none"> ○ Heating or cooling capacity in tonnage ○ Estimated age of equipment • Electrical equipment type(s) and its condition <ul style="list-style-type: none"> ○ Transformer(s) including ○ Main switch manufacturer ○ Main electric panels • Hot water type(s) and condition <ul style="list-style-type: none"> ○ Determine the capacity ○ Estimated age of the system |
| Vertical Transportation Systems | <ul style="list-style-type: none"> • Elevators and its condition including finishes • Escalators and its condition |
| Fire detection, notification, and suppression systems | <ul style="list-style-type: none"> • Type(s) and condition of suppression systems for building <ul style="list-style-type: none"> ○ Wet and/or dry ○ Last inspection date and frequency of inspection • Fire alarm panel type(s) and condition <ul style="list-style-type: none"> ○ Manufacturer and model number ○ Last inspection date |
| Interior finishes and condition | <ul style="list-style-type: none"> • Reviewing condition through existing/remaining drawings |

Report

Upon completion of the site survey, a summary report detailing the condition of the property will be provided to the owner. The report will also include Opinion of Probable Costs recommendation, which lists out possible expenditures where necessary.

Opinions of Costs

Opinions of Costs will include items that require immediate attention such as repairs. However, these items should only be considered as a preliminary and serve to gauge the potential order of magnitude of the budget. The opinions of costs are derived from published sources (i.e., R.S. Means), and other sources. Actual costs will vary depending on the materials, quality, manufacturer, field condition, whether a physical deficiency is repaired or require replacement in whole, contractor, marketing condition, how competitive pricing is solicited and etc.

SCHEDULE

Wight proposes to begin work on this assignment upon your authorization to proceed. Our initial estimate of the timeline is 3 weeks upon the acceptance of this agreement.

COMPENSATION

Wight & Company proposes to provide this service for a fixed fee of \$6,800. Invoicing will be developed based on effort completed to date and submitted at the end of each month.

We greatly appreciate the opportunity to continue to partner with Orland Park Public Library in the effort to maintain and improve your facilities.

Respectfully submitted,

Wight & Company



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Director of Construction

Jason Dwyer, AIA, LEED AP
President, Design & Construction

Approved by:



8/23/2022
Date

Signature

Date

Mary G. Adamowski
Printed Name

Library Director
Title