



November 14, 2022

Ms. Mary G. Adamowski
Library Director
Orland Park Public Library
14921 Ravinia Avenue
Orland Park, IL 60462

Orland Park Public Library : Phase 2 - Roofing Improvements

Dear Mary,

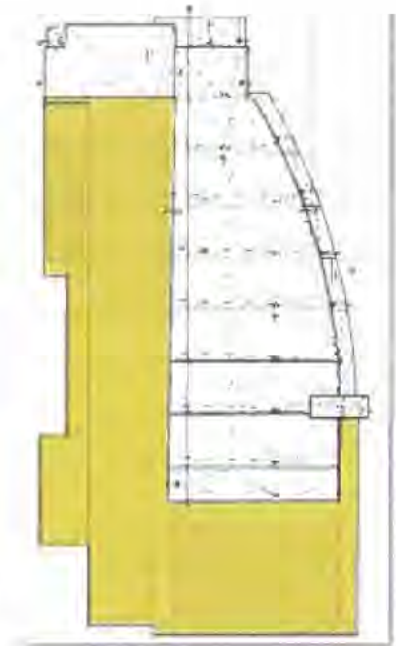
Wight & Company is pleased to submit this proposal to the Orland Park Public Library to provide professional design services for improvements to a portion of the roof of the library building, located at 14921 Ravinia Avenue, Orland Park, IL. This proposal is presented in four parts:

- Project Understanding
- Scope of Services
- Schedule
- Compensation

All the services required hereunder shall be performed by Wight & Company or under its direction, and all personnel engaged to perform such services shall be fully qualified and shall, when required by state law, be licensed in this state to perform such services. Wight shall comply with applicable federal, state and local laws to the extent applicable to the services provided by Wight. Any provision of law required by law to be inserted into this Agreement shall be deemed to be inserted herein.

Project Understanding

It is our understanding that the Library Board wishes to implement roofing improvements to a portion of the library building's roof. The project is to include a complete replacement of a portion of the existing roof, with the area to be limited to that indicated in the plan diagram to the right (roughly 28,000 sf). The scope of work has been estimated to be approximately **Six Hundred Thousand Dollars (\$600,000)** in construction cost.



Scope of Services

Schematic Design

Wight & Company will review any reports previously commissioned by the Library regarding the roof's condition, and complete roof walk-thru and inspection to determine existing conditions and the complete project scope. Final schematic design drawings, plans, details, written narratives (specifications, notes, scope of work outline, etc.), concepts necessary for an appropriate schematic delineation of the work to be performed, and a project budget update will be submitted to the Library for review and approval prior to advancing into the next phase.

Construction Documents

The architectural requirements for the work will be set forth in detail and assembled into the final construction/bid documents. These documents will be developed, published, and used for permit review, bidding, and construction.

Bidding/Negotiation/Permitting

Wight & Company Construction will assist with the advertisement and solicitation of bids, addenda (if needed), pre-bid meeting and responses to subcontractor questions, scope reviews after the bid, and contractor recommendations to the Library. Wight's architectural staff will review all shop drawings, samples and product data as required. Additionally, Wight & Company will prepare and submit permit application documents to the Library and the Village. Upon project completion, Wight & Company will submit the Statement of Completion and Occupancy Permit documentation to the Library and the Village.

Construction Administration Services

Wight will perform the following tasks during the construction phase of the project:

1. Contractor submittal review and approval.
2. Included meetings (6):
 - a. Bid-Phase contractor roof observation visit and meeting.
 - b. Contractor Kick-Off/Pre-installation meeting.
 - c. Construction Progress Meeting.
 - d. Field Observation Report
 - e. Punchlist Walk-thru and preparation.
 - f. Closeout Meeting.
3. Interpretations and decisions.
4. Pay Application review.

Other Services available upon request

As part of your project, these services may be added if required for the project as follows:

1. Redesign after schematic design.
2. Specialized Technical Roofing Consultant.
3. Engineering services including assessment of any equipment or services to be removed, replaced, or reconfigured.

4. Additional meetings can be offered at our current scheduled hourly rates or an agreed upon fixed fee.

Schedule

We understand that the Library intends that construction of this project to commence installation August 2023. Upon approval of this proposal, we anticipate the design work to begin in January 2023, and bid documents to be complete for a March 2023 bid. Wight shall diligently provide the services herein until completion of the work or upon termination of this Agreement. Wight shall regularly report to the Director of the Library, or her designee, regarding the progress of the services herein during the term of this Agreement.

Compensation

Wight & Company proposes to perform these professional services for **Thirty-Eight Thousand Dollars (\$38,000)**, plus reimbursable expenses (when agreed to in advance) at cost.

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

1. CAD plots, reproductions, and delivery costs of drawings and reports.
2. Supplies, materials, and costs related to specific reports and presentations.
3. Travel expenses for mileage to and from the Library when necessary to perform the agreed upon services as per the prevailing rates set by the IRS.

The basic services to be performed by the Architect/Engineer following the scope and intent of the American Institute of Architects Document B105, Standard Short Form of Agreement between Owner and Architect, 2017 edition as modified by the Library. If Additional Services are requested or required, they will be performed in accordance with our standard hourly billing rates in effect at the time.

We 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 us. If you have any questions regarding this proposal, please do not hesitate to contact us.

Respectfully submitted,
Wight & Company

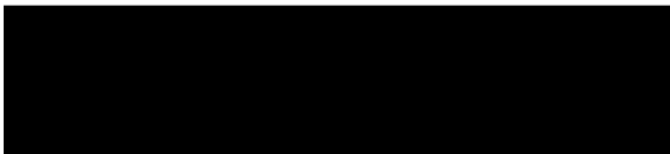


Lisa Schmidt, AIA, LEED + WELL AP
Principal, Interior Architecture



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

Accepted on Behalf of the Orland Park Public Library



Library Director 1/18/2023
Date



2022 PROFESSIONAL SERVICES RATE SCHEDULE

Architecture

Senior Principal	\$300.00 per hour
Project Executive/ Principal	\$280.00 per hour
Director	\$280.00 per hour
Design Principal	\$265.00 per hour
Project Director	\$255.00 per hour
Associate Principal	\$235.00 per hour
Senior Project Manager	\$235.00 per hour
Project Manager	\$210.00 per hour
Senior Project Architect	\$195.00 per hour
Senior Interior Designer	\$185.00 per hour
Project Architect	\$175.00 per hour
VDC/BIM Specialist	\$170.00 per hour
Materials Specialist	\$170.00 per hour
Architect	\$150.00 per hour
Interior Designer	\$145.00 per hour
Architectural/ Interiors Professional II	\$135.00 per hour
Architectural/ Interiors Professional I	\$120.00 per hour
Intern	\$75.00 per hour
Executive Assistant	\$135.00 per hour
Project Coordinator	\$110.00 per hour