

Village of Oak Park
Department of Public Works
Administration Division
MEMORANDUM

August 8, 2023

TO: Kevin Jackson, Village Manager

FROM: Robert Sproule, Public Works Director



RE: Resolution 23-239 - A Resolution Approving a Second Amendment to the Professional Services Agreement with FGM Architects Inc. for Professional Architectural Services for Additional Conceptual Solutions for Village Facilities to Change the Not to Exceed Amount from \$36,000 to \$50,000 and Authorizing its Execution – Consultant Proposal Revision

As directed by the Village Board at the July 31, 2023, staff have worked with FGM Architects to revise the proposed scope for the amendment to their agreement. The revised proposal reflects the concerns brought forward by the Board around the role of FGM Architects and the yet to be selected Historic Preservation Architect during the evaluation of the current Village Hall facility. FGM was happy to work with the Village on revising the proposed scope and there is no cost increase associated with the changes. Please see the attached revised proposal provided by FGM Architects. Please let me know if you have any questions.

FGMA^{ARCHITECTS}

Proposal for

Architectural Services

For

**OAK PARK VILLAGE HALL
RENOVATION STUDY**
Oak Park, Illinois

Submitted to:

VILLAGE OF OAK PARK
123 Madison Street
Oak Park, Illinois 60302

By:

FGM ARCHITECTS INC.
1211 West 22nd Street, Suite 700
Oak Brook, IL 60523

July 25, 2023

1.0 SCOPE OF PROJECT

The Village of Oak Park would like FGM Architects to identify deficiencies with the existing municipal building so it can be used as a village hall. Items to be identified include building code and life safety, accessibility, energy conservation, functionality, and safety and security issues. The village will also make available an existing building condition study that will be completed by the end of July for use in the evaluation.

The items identified will then be given to a consultant with expertise in historical renovations so they can provide direction on how to address the deficiencies. FGM Architects will support the Village in the review of the report, if required, so the village will have additional information to aid in their decision on how they should proceed to meet the village's facility needs.

2.0 SCOPE OF ARCHITECT'S SERVICES

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

2.1 Architectural Consulting Services

2.1.1 Utilizing the space needs program for the village hall that was generated previously and the information from the existing building condition study, review the existing municipal building for renovation issues and deficiencies.

2.1.2 Identify deficiencies using a combination of plan drawings and written lists. The identification of deficiencies is to be provided to the village's historical preservation consultant for review.

2.1.3 Meet with the village's historical preservation consultant to review the list of deficiencies if required.

2.1.4 Support the Village in the review of the report, recommendations, and budget estimates prepared by the historic preservation consultant if required.

2.2 Meetings with the Village

2.2.1 From information gathered and generated, we will prepare a presentation for the village board on its findings of the existing building needs and issues. The presentation will be reviewed and discussed with staff and the village's historical preservation consultant prior to presentation to the board.

2.2.1 FGMA partner with Village Staff and the historic preservation consultant to discuss the findings of the assessment.

2.3 Consultants: FGMA has not included engineering services in our scope of work.

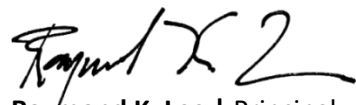
3.0 ARCHITECT'S COMPENSATION

The Village of Oak Park shall compensate FGM Architects for professional Architectural services rendered in connection with the Project under this Proposal as follows:

- 3.1 **Architectural Consulting Services:** For all professional services as described in Paragraphs 2.1 – 2.2 above, we propose a **Lump Sum Fee of \$13,800.00 plus Reimbursable Expenses** as defined within this Proposal.
- 3.2 Reimbursable Expenses
In addition to the compensation above, FGMA shall be reimbursed for additional expenses in connection with the Project, invoiced to the Owner at One Hundred Ten Percent (1.10) times Architect's actual direct cost of same, for the below items. Reimbursable Allowance includes costs for items below.
- 3.2.1 Expense of postage and/or delivery.
- 3.2.2 Expenses of any consultants with Owner's prior approval.
- Local travel (travel less than 100 miles), phone, fax, and printing of review sets shall not be charged as a Reimbursable Expense.
- 3.3 If specialty consultants are required, FGMA shall be reimbursed for consultant expenses in connection with the Project, invoiced to the Owner at One Hundred Ten Percent (1.10) times Architect's actual direct cost of same.
- 3.4 Payments shall be made by the Owner to FGMA upon receipt of FGMA's invoice in accordance with the Local Government Prompt Payment Act.
- 3.5 Non-payment of invoices shall constitute grounds for discontinuing service.
- 3.6 The terms of this Proposal are based upon services commencing immediately and all services being completed within 3 months thereafter.
- 4.0 Form of Agreement**
Contract Form: For this project, your signature on the bottom of this proposal will serve as our contractual agreement. If this proposal is acceptable to you, please sign the bottom of this letter, which will authorize FGMA to proceed with the work.

We appreciate this opportunity to be of service to the Village of Oak Park for this Project.

FGM ARCHITECTS INC.



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Andrew J. Jasek | Executive Vice President
Phone: 630.574.8709

AndyJasek@fgmarchitects.com

Proposal Accepted By:

Village of Oak Park Representative	Title	Date
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HOURLY RATE SCHEDULE

Effective February 1, 2022*

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	\$300.00
Arch IV	\$260.00
Arch III	\$220.00
Arch II	\$180.00
Arch I	\$140.00
Interior Designer IV	\$240.00
Interior Designer III	\$200.00
Interior Designer II	\$160.00
Interior Designer I	\$120.00
Project Administrator	\$135.00

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