



07/26/2023

Joe Kreml
Video Production Manager
Village of Oak Park
708.358.5775

Re: Village of Oak Park – Village Hall/Council/Boardroom Audiovisual Renovation – Additional Design Services

Dear Joe,

Thank you for the opportunity to propose additional design services for Audiovisual design and specifications for the Village of Oak Park – Board/Conference Room project. Technical Design Services, Inc. (herein, TDSi) is very excited about the prospect of continuing to work with you on this important project, as TDSi offers the breadth of knowledge and experience to provide outstanding technology consulting and design services that will complement the work done by your team.

Per your request, TDSi has developed this scope letter outlining the additional proposed services and their related fees.

PROJECT BACKGROUND

- The Village of Oak Park (herein “the Village”) is requesting assistance to construct/renovate the audiovisual technology systems within an existing public meeting space, where it is hoped to incorporate some of the industry’s newest technology to improve the Village’s ability to better ingest and present audio and video content to the village Board as well as members of the public, attending village meetings remotely using various video teleconferencing solutions.
- It is the wish of the technologists that the new system offers as much automation as is practical, to allow a higher degree of user friendliness.
- It will be the designer’s intent to maintain as much consistency in the user experience and maintenance programs as possible, by leveraging new audiovisual system designs that will maintain existing concepts wherever possible while also designed to meet current Village design standards.

PROJECT SCOPE

TDSi will further develop an existing design document package that will expand the initial design to include enhancements that had been proposed to the Village on a video call on 07/19/23. The updated design documents will supersede the existing and will allow the Village to issue an RPF to contractors/vendors of their choosing. The package will contain design documents that will not only bring the Village’s large conference and meeting space up to the ‘state-of-the-art’ in Audiovisual presentation and collaboration technology, but will enhance that technology to meet the very specific usage requirements identified by the Village. The spaces to be included in the updated design effort have been identified in earlier concept development to be defined as:

Conference - 101

To meet the objectives of this scope, TDSi will employ the following methodology:

PROJECT METHODOLOGY

The services provided with this proposal will amend the existing work agreement to add these supplemental services. All previously defined services and deliverables will remain, only with these additional service being added.

TDSi will closely coordinate our work with other trades throughout the design, bidding and construction phases of the project. TDSi will perform the following work steps to accomplish the above referenced scope:

1. Design Amendment Phase

This scope has been defined using the understanding gained by the completion of all previous design phases.

- TDSi will build an updated design package utilizing the TDSi-produced building scans and 3D space model. Into this model, TDSi will place symbols representing every component of the actual A/V solution, so that each of those locations can be scrutinized relative to obstacles or conflicts. The drawings will show the representative Audiovisual device locations on floor and ceiling plan drawings as well as wall elevations, that identify the final location and type of Audiovisual devices and infrastructure. This updated package will include all previous design elements, but will add new devices (where applicable):
 - Direct-view displays
 - Overhead displays – 2 facing front, 2 facing rear.
- Additionally, TDSi will produce supporting documents, then when combined with the room-specific information above, will illustrate the complete construction instructions. These supporting documents will include:
 - Elevations
 - Any required rack layouts
 - Any required Audiovisual custom component assembly details
 - Updated equipment schedules
 - The design package will include a complete equipment schedule, listing every newly added component required to provide the conceptualized solution.
 - Functional diagrams
 - The new design package will include complete amended functional diagrams, which are provided to assist the contractor with fully understanding the relationship between components, in order to better target the conceptualized solution.
- TDSi will also capture the amended requirements of the solution in an updated written design specification. This specification will not only define the functional requirements of the solution, but will also provide requirements for every aspect of

the procurement and construction process to help ensure the realization of the concept, upon completion.

PROJECT INVESTMENT

Our fees reflect the collective experience and expertise that TDSi brings to your project. The time and resources allocated are determined based upon TDSi’s understanding of the requirements of the project, as explained in the project scope. Minor changes to the Project Scope and Project Methodology stated above would not result in a change in our fees. Should there be more significant changes in the scope or required methodology, TDSi would inform the Village of the additional services required and any subsequent impact on the stated fees before proceeding. Please review the following table summarizing the potential Project Investment:

Project Investment Summary	
Audiovisual System Design & Construction Administration Services	
Phase 2.1 – Revise the existing design, Bid Document production	\$ 4875

Notes:

- 1) All fees quoted are in addition to expenses not detailed above.
- 2) Additional services and work performed that is out of scope would be billed as Time and Expenses at a rate of \$95.00/hr. to \$150.00/hr. depending on the individual performing the task.
- 3) Payment terms: Unless mutually agreed upon otherwise, TDSi will issue monthly invoices for our services rendered. The fees would be payable upon receipt.

CONTRACTUAL ASSUMPTIONS

The following assumptions were considered when establishing the fees for this engagement. Deviations from these assumptions could result in a change in our fees. Please review the following and if any incorrect assumptions have been made, please notify TDSi.

1. No significant changes in scope will occur after approval of the concept design, when Design Development task goals and objectives are initiated.
2. Electronic floor plans to be used for this effort will be those BIM Drafting format (REVIT) files that TDSi has provided to the Owner as part of a parallel service offering.
3. Other Direct Costs will be passed on to the Client at cost. (Example: mileage, postage, reproduction, supplies, etc.)
4. Industrial/Mechanical/Structural/Electrical/Fire Protection engineering and Architectural services are not included in this proposal.
5. Electronic Safety and Security (ESS) Access Control, Intrusion Detection and Video Surveillance design services are not included in this proposal. TDSi has the in-house talent and experience to provide these services and can develop a proposal for performing this type of engagement should the need arise.
6. Structured Connectivity System (SCS) Data, Voice and Wi-Fi design services are not included in this proposal. TDSi has the in-house talent and experience to provide these

services and can develop a proposal for performing this type of engagement should the need arise.

- 7. The proposal includes the coordination of electrical and thermal load information for all the equipment designed under TDSi's scope of work. Excluded is electrical load information for any equipment not included within our design. TDSi will not provide design or engineering services related to electrical and/or mechanical systems in relation to those loads.
- 8. Excluded from these services is oversight of implementation of any equipment or contractors installing equipment not directly involved in work included in the TDSi's design documents.
- 9. Excluded from these services are any hands-on installation, configuration, programming and/or integration services of any equipment associated with this project.
- 10. Notwithstanding anything in this proposal, TDSi shall not be required to make exhaustive or continuous on-site inspections to check the quality and quantity of contractor's work; and TDSi shall not have control or charge of, and shall not be responsible for, construction means, methods, techniques, sequences or procedures, or for safety measures, precautions and programs including enforcement of Federal and State safety requirements, in connection with construction work performed by the contractor.

ACCEPTANCE OF PROPOSAL

If the scope, methodology and arrangements outlined in this proposal are acceptable, please sign and return a copy or issue a Purchase Order for the fees listed above. Once TDSi receives authorization from the Village of Oak Park, TDSi will establish a project schedule with you and proceed with the development of the documents. TDSi appreciates this opportunity and looks forward to working with you.

If you have any questions or require any additional information, please contact me directly at 630.388.6583 or jherrmann@GoTDSi.com

Sincerely,
TECHNICAL DESIGN SERVICES, INC.



Jeff Herrmann, CTS-D, CQD
Audiovisual Design Consultant

Accepted By: Village of Oak Park Name: _____
Title: _____
Date: _____