

# FGMA<sup>ARCHITECTS</sup>

Proposal for

Architectural Services

For

**OAK PARK POLICE DEPARTMENT SPACE NEEDS ASSESSMENT  
ADDITIONAL CONCEPTUAL SOLUTIONS**

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

March 22, 2023

## **1.0 SCOPE OF PROJECT**

The Village of Oak Park would like FGM Architects to prepare additional conceptual solutions for the Village Hall and the Police Department focusing on replacing the existing building with a new facility. The work will be an addendum to the previously completed space needs assessment and additional conceptual solutions developed earlier this year.

## **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 Discuss either live or via teleconference the scope of the project. FGMA understands the latest solutions will include tearing down the existing village hall and police station and replacing it with a new structure. The new structure may also include additional program space for the other governmental entities such as the Township Offices, West Suburban Consolidated Dispatch, branch library, and potentially some retail space along Madison Street.

2.1.2 With an understanding of the opportunity of what program space will be included in addition to village hall and police department space, FGMA will develop two to three additional conceptual solutions. Initial explorations will be performed in the form of site plan sketches. This work will be performed interactively with input from the Village. The conceptual plans will be diagrammatic in nature and illustrate where the various divisions of the Police Station will be located.

2.1.3 For the developed options, FGMA will utilize all information generated and will provide a square foot cost construction estimate and total project budget which includes site and building construction costs, sustainable initiatives costs, furniture, fixtures and equipment costs, fees and other soft costs.

2.1.4 Upon completion of the option development, FGMA will meet with village staff and village board members in small group meetings to assist in explaining all of the options developed. We anticipate three small group meetings.

### **2.2 Final Report Addendum and Presentation to Village Board**

2.2.1 From information gathered and generated, we will incorporate into a summary report in the form of an addendum to the original report (along with the prior developed additional options). The report will contain a synopsis of all options studied, project budgets for the new conceptual options, and updated budgets from the original report. We will develop a draft report for the Village to review and then incorporate any changes requested.

2.2 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 – 2.3 above, we propose a **Lump Sum Fee of \$10,400.00 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.

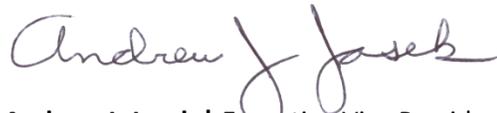
#### FGM ARCHITECTS INC.



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**Proposal Accepted By:**

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Village of Oak Park Representative	Title	Date
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**HOURLY RATE SCHEDULE**

Effective December 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	\$290.00
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.