



01/06/2023

Joe Kreml
Video Production Manager
Village of Oak Park
708.358.5775

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

Dear Joe,

Thank you for the opportunity to propose services for Audiovisual design and specifications for the Village of Oak Park – Village Hall/Council/Boardroom Audiovisual Renovation project. Technical Design Services, Inc. (herein, TDSi) is very excited about the prospect of working 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 engagement letter outlining the proposed scope of 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 produce a design document package that will allow the Village to issue an RFP to contractors/vendors of their choosing. The package will contain design documents that will bring the Village’s conference and meeting spaces up to the ‘state-of-the-art’ in Audiovisual presentation and collaboration technology. The spaces to be included in the design effort have been identified in earlier concept development to be defined as:

- Council Chambers - 201
- Conference - 101
- Conference - 102

Conference - 124
 Conference - 130
 Conference - 215
 Video Production - 226
 Room Schedulers – multiple locations
 Digital Signage – multiple locations

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

PROJECT METHODOLOGY

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. Initial Planning and Concept Design Phase (Completed phase)~~

~~Audio Visual System (AVS):~~

- ~~○ Coordinate with the Village's, or the larger design team's schedule and key milestones.~~
- ~~○ Coordinate with architectural and engineering disciplines as required for each system.~~
- ~~○ Request and attend one (1) on-site meeting, to define the required design criteria and capture the required user experience expectations. This meeting would hold the most value when as many key stakeholders (as is practical), representing the Village's interests, are present to contribute.

 - ~~▪ Discuss some of the Village's past technology experiences, pain points and challenges.~~
 - ~~▪ Identify and expound on existing technology design standards.~~
 - ~~▪ Discuss objectives and solutions for the systems to be designed.~~
 - ~~▪ Begin to define the separation of responsibilities amongst the design team.~~
 - ~~▪ Discuss system alternatives that are currently available in the marketplace.~~
 - ~~▪ Suggest Best Practices to be followed in both the design and installation of the system.~~~~
- ~~○ Following the design criteria meeting, TDSi shall utilize information gathered as the basis for developing the design criteria summary report (aka Design Narrative).~~
- ~~○ TDSi shall issue the Design Narrative for the Village to review, after which TDSi will request one (1) remote (phone/video conference) formal meeting to review the Narrative, address any concerns, clarify any ambiguity and capture any design changes.

 - ~~▪ Supplemental ad-hoc phone or email exchanges to ask/respond to questions or clarifications are welcome and expected and would not be considered additional services.~~~~
- ~~○ Following the Design Narrative review conference, TDSi shall capture any changes and will finalize the Design Narrative.~~

- ~~▪ TDSi shall issue the final Design Narrative report for the Village's record of design intent.~~
- ~~Supplementing the provided Design Narrative, TDSi will provide a cost estimate for the defined system functionality. This cost estimate can be used by the Village to help determine the financial impact of the desired technology solution and to help determine its viability.~~

~~*Note: To propose the highest value design services, subsequent value engineering efforts beyond the issuance of the final Design Narrative and cost estimates are not included in the Project Investment Summary below. Therefore, any redesign, or "value engineering" efforts after the compilation and delivery of the final Design Narrative will be considered as additional services, with those related costs presented in a supplemental proposal.*~~

2. Design Development Phase (Phase 2 – Included services)

This scope has been defined using the understanding gained by the completion Phase 1, above.

- Following the issuance and acceptance of the Design Narrative report and the cost estimate, TDSi shall begin the design of the system, electrical and data infrastructure related aspects of the solution. The design will be targeted toward the realization of the concepts as presented in the Phase 1 concept summary report.
 - TDSi will build a 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 will include (where applicable):
 - Audiovisual interface devices
 - Direct-view displays
 - Projection systems and screens
 - Speakers
 - Cameras
 - Other major Audiovisual components
 - Data outlets dedicated to the support of the Audiovisual system
 - 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:
 - Wall Elevations
 - Rack layouts
 - Audiovisual custom component assembly details
 - Equipment schedules
 - The design package will include a complete equipment schedule, listing every major component required to provide the conceptualized solution.

- Functional diagrams
 - The design package will include complete 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 assist with the facilitation of virtual product demonstrations – interest has been expressed in the exploration into the closed-captioning solutions presented in the concept.
- Concurrent with the development of the design drawings, TDSi will also capture the requirements of the solution in the 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.

3. Construction Administration Phase (Phase 2 - Included Services)

This scope has been defined based upon the understanding gained with the completion of Phase 1 above and will be provided following the previously defined design services. These services are provided to help ensure that the construction process follows the design concept as closely as possible, helping to ensure that upon delivery, the solution meets the expectations established during the conceptualization phase.

- During the bidding phase, TDSi will answer contractor questions and prepare any required clarifications or addenda necessary for the contractors to submit a complete bid.
- Once the Village receives the responses from the contractors, TDSi will assist in the evaluation of the bids. TDSi will review each vendor's response to ensure they have proposed a complete solution, in accordance with the requirements defined in the specification. Once the review is complete, TDSi will provide an evaluation summary to assist the Owner with contractor selection.
- If required, TDSi will provide an Issued for Construction document set to be sent to the successful bidder that will incorporate addenda, and selected alternates. If there are other significant changes required, TDSi would inform the Village of the additional time required to complete the Issued for Construction plans and would not proceed without authorization.
- If requested by the awarded contractor, TDSi will attend a remote pre-construction meeting to clarify any questions and discuss the design and intent of the systems to be installed. TDSi will also review the requested product data sheets and shop drawing submittals.
- TDSi may attend, as requested/required, ongoing construction (remote) meetings to monitor/manage the construction of the project and to respond to any construction related questions. It is not expected, not accommodated in the proposal, that TDSi will attend every construction or 'OAC' (owner/architect/constructor) meeting.
- TDSi would produce Field Sketches, as required, to accommodate changes or questions that may arise.
- TDSi will provide input/advice on design considerations pertaining to disciplines that parallel the Audiovisual system (i.e., lighting, acoustics, furniture) and will provide direct instruction and coordination where those discipline will have immediate and

- direct impact to the construction of the A/V solution.
- With coordination with the GC or construction manager, TDSi will visit the site early in the construction, monitoring the installation of any potential new infrastructure and system rough-in installation, to ensure that it follows the designed plans and specifications.
- At the conclusion of all construction, programming, configuration and testing, TDSi will conduct a final observation of all systems. This observation is to verify that the contractor/vendor has performed all required construction scope in compliance with the contract documents.
 - Produce a final inspection punch list report of all the items observed as being non-compliant with the specification or the contract documents. *Note: TDSi will not force or compel compliance with the specification. The General Contractor, or other authority having jurisdiction, shall enforce the specification using reported observations provided by TDSi.*
- Review contractor’s compliance with the project closeout requirements, as defined in the specifcaiton, including As-Built Documents, Operations and Maintenance Manuals, formal training, warranty service agreement, spare parts inventory, etc.

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 – Design Development, Bid Document production & Construction Administration	\$ 48,505

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: _____
