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April 26, 2016

Mr. Joseph S. La Margo
Assistant Village Manager
Village of Orland Park
14700 Ravinia Avenue
Orland Park, IL 60462

Re: Letter of Proposal – Construction/Permit Documents
Centennial Park Aquatic Center
Filter Building Modifications
Orland Park, IL

Dear Joe:

I appreciate the time that you and your staff took to familiarize us with the issues and challenges at the Centennial Park Aquatic Center Filter Building. Matt and Ray were very helpful as we surveyed and toured the existing Filter Building and the related surge tank and vertical turbine pumps. It is our understanding that the Village of Orland Park (VOP) has issues with the existing pool pump arrangements and specifically the need to have a diver access the surge tank in an underwater confined space each pool season.

Prairie Forge Group (PFG) has completed our review of the sixty-nine (69) existing engineering drawings dated January 14, 1991 that we received from Matt Creed at the pool site. They have been scanned and the originals currently are in PFG's possession.

We have concluded that there are a few available options to pursue as you address the challenges with the confined space and existing vertical turbine pumps at Centennial Park Aquatic Center's Filter Building.

PROJECT BACKGROUND

The Village of Orland Park (VOP) has requested that PFG look into eliminating the need to dive into the existing surge tank located at Centennial Park Aquatic Center's Filter Building each pool season. This need has become a regular occurrence: each pool season, staff must dive into and clean out the vertical turbine pump strainers that are clogged with pool debris. The confined-space access is a concern for the VOP. PFG believes the problem can be addressed, as we discussed with Matt and Ray. We suggest adding stainless-steel screens at the existing gutter return lines within the surge tank. This will prevent the problem of reduced water flow and your frequent need to send a diver into the surge tank. This solution will reduce the need to dive, although not entirely. It is dependent on the amount of debris encountered during the pool season. We have forwarded Matt Creed details of stainless-steel screens from previous projects that should assist him with a temporary fix for this coming pool season. If you require additional drawings and further guidance, please let me know; we can provide additional documents.

The long-term, more complete solution we discussed with Matt ad Ray is to redesign the filter pumps and change the type, layout, and location/arrangement within the Filter Building. This work will include (1) adding a new underground surge tank (outside the building footprint) to solely address water surge and (2) a mix of redesigning and renovating a new pump pit within the existing surge tank. This renovation would include new flooded suction pumps placed in an open-air pump pit that will be accessible by stairs with hand railings for regular/routine and

safe maintenance of the strainers and pumps. The existing surge tank will be modified to meet current codes and allow for easier staff maintenance. We will be able to provide the documents required for bidding/permit/construction and further engineering for the upcoming improvements. We can arrange to be on site with our engineers to verify the scope of work, confirm field dimensions/measurements, and kick off the work required for the permit and bid documents.

PFG will provide code-compliant drawings and specifications for the renovation of the Filter Building and surge tank that include the following: demolition drawings, floor plan/framing plan drawings, structural supports of walls and floors, ceiling drawing, interior elevations, and stair and hand rail details and drawings. We will include a foundation drawing and grading plan that highlights the new surge tank east of the existing Filter Building. We will include aquatic, electrical, and structural engineering documents that include power, lighting, and pool piping drawings/details and specifications. PFG will provide the documents; drawings, specifications and details required for permits with the Village of Orland Park (VOP) Building Department and the Illinois Department of Public Health (IDPH) for their review and approval.

The Village of Orland Park desires to have LEED standards incorporated into the project, but without the need for a formal LEED-certified project that would require LEED certification and documentation.

The project has its specific challenges. However, with our team's design/build experience, we are confident our team can overcome them and deliver you a set of engineering documents for the new flooded suction pumps and surge tank/pump pit modifications and improvements. Once approved and authorized to proceed, we will provide the permit/bid/construction drawings in order for VOP to secure a building permit and finalize the renovation costs.

ARCHITECTURAL / ENGINEERING SCOPE OF SERVICES

We shall provide the architectural / engineering services for the related architectural, structural, aquatic, and electrical engineering of the project throughout the Basic Services Phases of the work as follows:

1. **Design Development Phase:** We shall review the Owner-furnished information and identify the Project Team. We shall also review and incorporate the final features of the design into the final construction permit documents. We will coordinate between the Village of Orland Park and the Building Department. We will address any code items specific to the renovation work and provide a code analysis for review and comment by the Building Department. Our consultants shall also incorporate the decisions and determinations made by the Building Department. Prairie Forge Group (PFG) shall prepare a preliminary design for review by the Village. PFG shall review existing documentation of the building, site, and additional data as may be required. We will review the design concept presented, test that concept and refine it, and review the project schedule and make adjustments as required to meet all of the milestone dates. We will then refine the plans and generate interior elevations that will be further developed to fully explain the design. We will also involve our engineers to review and determine the best aquatic, structural and electrical systems for the new pump-pit/surge-tank design. This phase will culminate in a package of drawings for your review and approval.

2. **Construction Documents Phase:** During this phase, we will work with our engineers to provide detailed Construction Drawings and Specifications for all aspects of the improvements. These Documents will then be used for a building and IDPH permit submittals, resulting in a building and IDPH permits, and they will also be used for bidding and construction phases.

3. **Bidding / Negotiations / Construction Administration Phase:** During this phase, we will assist with answers to questions and issue Addendums as necessary. Once construction starts, we will visit the site and meet with the VOP to review aspects of the project as required. We will review Shop Drawings and send a copy to the VOP of our comments on the approved Shop Drawings as submitted by the staff/trade contractors for the various systems and components. We will provide clarifications of information throughout the Construction Phase to properly administer support during this phase of the project. We will review the payout request and provide a final punch list as the project is completed and review all contractor close-out documents.

ARCHITECTURAL / ENGINEERING FEES
The fee for Basic Architectural / Engineering Services as outlined herein for the Filter Building Modifications is as follows:

We propose the Architectural Design/Engineering Services to be completed on a lump-sum basis for Seventeen-Thousand-Nine-Hundred Dollars (**$17,900.00**). In addition to the professional services listed above, we will invoice VOP for reimbursable expenses. These include such items as printing, travel, long-distance phone calls, faxes, deliveries, etc.

The Basic Services Include:

1. Architectural, demolition, aquatic, structural, and electrical engineering during the following Phases:

    - Design Development Phase
    - Construction Documents Phase
    - Bidding/Negotiations/Construction Administration

The Basic Services fee shall be allocated to the phases of work as follows:

Design Development Phase	30%
Construction Documents Phase	55%
Bidding/Negotiations/Construction Administration	15%
Total	100%

Any services required or requested by VOP for work not included in the above phases shall also be provided on an hourly basis at the rates listed below. Hourly rates of our consultants are generally similar to ours and can be provided at your request.

RATE TABLE

Principal……..	$ 135.00/Hour
Engineer……..	$ 125.00/Hour
Project Manager	$ 115.00/Hour
Project Architect	$ 110.00/Hour
Cost Estimator	$ 100.00/Hour
CAD Technician	$ 75.00/Hour
Clerical	$ 55.00/Hour

We shall invoice on a monthly basis for services performed and payment is due 40 days from the date of the invoice.

Owner-provided information

1. Existing conditions drawings.
2. Signage design.
3. Environmental investigating, testing, and design.

Services not included

1. Civil engineering, storm-water retention/detention design, or any traffic study.
2. Design/engineering of any additional architectural, structural, and mechanical, electrical, plumbing (MEP) system not identified in the proposal.
3. Renderings and dimensional images (3-D images/models).
4. Attendance at any zoning/special-use meetings, including review and presentation material.
5. LEED Design/Engineering Services that include certification, documentation, and energy modeling.
6. Audio/visual/computer/phone system design/engineering.
7. Landscape Design.
8. Revisions to the approved design due to untimely comments from VOP.

Optional services include but are not limited to:

1. Special informational signage.
2. LEED Certification.

This proposal shall remain valid for 30 days following the date of submission.

Thank you for the opportunity to present this proposal, and we hope you find it complete and acceptable. If you are in agreement with the terms of this Letter of Agreement, please sign and return a copy to our office. We look forward to working with you on the project immediately upon receipt of your signed Letter of Agreement.

Cordially,

Thomas M. Tristano, AIA
President

Joe La Margo, Assistant Village Manager

Date