



April 4, 2024

VIA E-MAIL
(9) Page(s) Inclusive
mmazza@orlandpark.org

Mike Mazza, Operations Manager – Natural Resources and Facilities (OWNER)
Village of Orland Park
14700 Ravinia Avenue
Orland Park, Illinois 60462

Re: Orland Park Health and Fitness Center Pool Renovations Project
15430 West Ave, Orland Park, IL 60462
Proposal for Professional Services

Dear Mr. Mazza:

It was a pleasure talking with you about your design needs. We thank you for the opportunity to work with you. We have reviewed the project and understand the scope of services. We feel that our experience with similar projects and our dedication to exceptional design and service will blend in perfectly with this project. We have described our scope of services below.

PROJECT UNDERSTANDING:

I. TRIA Architecture (TRIA) will complete all Architectural Design for you (OWNER), as described herein. This proposal is based on the following key components:

A. Design the renovations to the existing pool area and two whirlpools at the Orland Park Health and Fitness Center including:

1. Pool Equipment Replacement including:
 - a. Upgrade existing Filtration, Pump, Heater, Ejector Pump, Chemical Control Systems
 - b. Upgrade all associated components of these systems
2. Pool and Spa renovations
 - a. Resurface floors and walls in pools with new Diamond Brite surface and new tile
 - b. Replace ADA lifts
 - c. Replace pool room lighting
 - d. Repaint pool room ceiling
 - e. Replace in-pool lighting
 - f. Recaulking / Retiling two whirlpools
3. Additional Services
 - a. Develop an O&M Program

II. All additional designs or design modifications requested by the OWNER or Authorities Having Jurisdiction will be completed on a Time and Material basis above and beyond this proposal, including travel.

DESIGN PHASE SERVICES:

I. TRIA will generally field verify all relevant existing conditions for the renovation areas

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Illinois Office | Corporate Headquarters: 901 McClintock Drive, Suite 100, Burr Ridge, Illinois 60527

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- only. No field verification of the remainder of the building is included in this proposal.
- II. TRIA will provide Schematic Design and Design Development services.**
- A. TRIA will meet with the OWNER to review the program.**
 - 1. We will provide two (2) rounds of Schematic Design (SD), before proceeding to DD and CD phases.
 - 2. TRIA will provide up to three (3) options for the new play structure listed above for Owner review and selection.
 - 3. All additional designs or design modifications requested by the OWNER or Authorities Having Jurisdiction will be completed on a Time and Material basis above and beyond this proposal.
 - B. TRIA will refine the floor plan, develop ceiling plans, and determine material and fixture selections during Design Development.**
 - C. An estimate of probable cost will be provided at 100% Design Development.**
 - 1. All estimates based on the drawings will be schematic or based on general s.f. costs.
 - D. The OWNER shall review the documents at the end of each phase, and if acceptable, will provide a sign-off authorizing TRIA to proceed to the next phase.**
- III. TRIA will provide Construction Documents services.**
- A. TRIA will design the Electrical and Plumbing renovations as required to accommodate the new design, including:**
 - 1. TRIA will design the electrical system for the renovations including:
 - a. Power for the new pool equipment.
 - b. New lighting for the pool room.
 - c. New in-pool lighting.
 - d. Replacement of wiring and conduit for the non-functioning in-pool light fixture
 - e. No specialized engineering such as security, intelligent lighting, voice, data, etc. design is included in this proposal.
 - B. TRIA will design the plumbing system for the renovations, including:**
 - 1. Any plumbing work associated with pool and spa renovations listed below.
 - C. TRIA will design the Pool Systems Renovations as required to accommodate the renovations, including:**
 - 1. Replacement of all pool equipment as listed above within the existing pool equipment rooms.
 - 2. Repair/recoat the pool shell at the existing lap pool and the existing therapy pool.
 - a. This proposal assumes that the existing Diamond Brite pool surface will be replaced with a new Diamond Brite pool surface.
 - 3. Replacement of existing ADA pool lifts.
 - 4. Recaulking / Retiling two whirlpools
- IV. TRIA will provide permit drawings for review from the Authorities Having Jurisdiction (AHJ's). The permit drawings shall comply with zoning and buildings codes, rules and regulations applicable to TRIA's scope of services.**
- A. The OWNER will apply for the local permit and coordinate the permit process**

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with their departments.

- B.** TRIA will apply for the Pool Permit from IDPH on the OWNER's behalf.
- C.** The OWNER will be responsible for all required permitting fees.
- D.** TRIA will provide all drawing revisions for any permit re-submissions requested by the AHJ's, within our scope of work.

BIDDING PHASE:

- I.** TRIA will assist the OWNER with all bidding, soliciting contractors, Requests for Information (RFI's), pre-bid meeting, bid opening, negotiation, and evaluation of the lowest apparent bidder.
- II.** The OWNER will process the contracts between OWNER and CONTRACTOR for construction.

CONSTRUCTION OBSERVATION PHASE:

- I.** TRIA will assist the OWNER with construction observation including up to two (2) shop drawing reviews of items within our scope of services and responding to requests for information (RFI) to clarify items within our scope of services.
- II.** TRIA will attend regular site visits during construction activities.
- III.** TRIA will review, process and track any change order requests for OWNER review.
- IV.** TRIA will review all contractor pay requests. The OWNER will review all certified payroll and lien waivers for accuracy.
- V.** All scheduled services cease 60 days after the date of substantial completion set in the specifications.
- VI.** TRIA will perform Construction Observation and punch list walk-throughs.
- VII.** TRIA will review the contractors close out submittal including O&M Manuals, warranties, record drawings and as-built drawings.

GENERAL ITEMS:

- I.** The OWNER shall provide the following existing information to TRIA:
 - A.** An electronic copy of the existing facility (also showing all utility locations, M.E.P.FP. equipment details and sizes), if available.
 - B.** All building covenants, rules and regulations regarding our scope of services are to be provided to TRIA prior to the start of services.
 - C.** The most current Hazardous Material reports (lead, asbestos, etc.) for the facility, if any.
 - D.** Material Testing during construction.
- II.** Items excluded from this proposal:
 - A.** Furniture, Fixture and Equipment (FF&E) Design.
 - B.** Environmental Assessments, Mitigation, Or Clean-Up.
 - C.** Alternate Bid Designs.
 - D.** Value Engineering.
- III.** This proposal is based upon attendance at up to four (4) OWNER/design meetings, one (1) pre-bid meeting, one (1) bid opening, one (1) pre-construction meeting, twelve (12) construction observation field visits/meetings, and two (2) punch list walk-throughs.
 - A.** Because of the undetermined length and amount of additional meetings the

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OWNER may request, TRIA will prepare any presentation materials required and attend any other meetings requested by the OWNER, on a Time-and-Material basis above and beyond this proposal, including travel.

This proposal references and includes the AIA Document B101 (2017 edition) - Standard Form of Agreement between Owner and Architect, Articles two, three, five, six, seven, eight (with the litigation option for section 8.2.4), nine and ten inclusive.

As discussed, our goal is not just to complete this project, but also to continue our relationship with you so that we may fill any future design needs of yours. Please review this proposal and don't hesitate to contact me if you have any questions or require any additional information. **If this proposal is acceptable, please execute all of the yellow highlighted areas and send the entire proposal back to our office.** TRIA Architecture and I look forward to your direction and working with you.

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FEE SCHEDULE

BASE BID PROPOSAL: Architectural Design services as described above **for a Lump Sum Fee of \$203,110.00.**

2024 HOURLY RATES

(For services above and beyond our scope of services listed above):

Principal Architect	\$240.00
Associate Architect	\$200.00
Senior Project Manager	\$190.00
Project Manager	\$180.00
Senior Architect / Senior Interior Designer	\$170.00
Architect 3 / Architectural Staff 3 / Interior Designer 3	\$170.00
Architect 2 / Architectural Staff 2 / Interior Designer 2	\$160.00
Architect 1 / Architectural Staff 1 / Interior Designer 1	\$150.00
Architectural Staff	\$140.00
Graphic Designer	\$145.00
Architectural Intern / Interiors Intern	\$130.00
Administrative Assistant	\$120.00

Approved by (Sign / Print):

Title:

Date:

Sincerely,



TRIA ARCHITECTURE, INC.

Ronald E McGrath, AIA, **LEED AP**

Principal Architect

REM/JP

Attachments: Scope of Work Summary (2) pages
A/E Fee Itemization (1) page

File Name: MRK.PRP.040424.ORLANDPARK.RECPOOL.CD.docx

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TERMS AND CONDITIONS

- I. If TRIA is requested to perform any onsite visits during construction, the OWNER or Contractor will obtain General Liability Insurance during construction and name TRIA as additional insured.
- II. The OWNER will be responsible for all material, printing and distribution costs of progress printings, presentations, office drawings and bid documents. These will be provided through TRIA as a reimbursable expense.
- III. TRIA shall not be liable or responsible for the quality of materials, equipment and fixtures used, nor the quality of workmanship on the project.
- IV. The OWNER will provide proportional monthly progress payments throughout the project and final payment upon completion of TRIA's services for that phase.
- V. If any payment is not paid by the OWNER when due, the unpaid balance shall accrue interest at one and one-half percent (1.5%), or the maximum legal rate, per month until paid.
- VI. TRIA reserves the right to cease all services until prompt payment of all outstanding invoices. In the event any portion of an account remains unpaid 120 days after the billing, TRIA may institute collection action and the OWNER shall pay all costs of collection, including reasonable attorney fees.
- VII. Payment of invoices is in no case subject to unilateral discounting, back-charges, or set-offs by the OWNER, and payment is due regardless of suspension or termination of this agreement by either party. Time allotted for permit revisions are deemed inconsequential to the whole project, therefore no portion of the fee will be credited if the project does not go through the permit process.
- VIII. This proposal is valid for a period of 45 days. After that period, TRIA will provide a revised proposal for any services.
- IX. If the services covered by this proposal have not been completed within eight (8) months of the date hereof through no fault of TRIA, the amounts of compensation, rates and multiples set forth herein shall be equitably adjusted.
- X. All designs are the property of TRIA and are not to be used for any project without the expressed written consent of TRIA. The OWNER will allow TRIA full access to the site and project to be photographed for use in marketing material. The OWNER will provide a copy of the final approved permit set to TRIA
- XI. To the fullest extent permitted by law, and notwithstanding any other provisions of this agreement, the total liability, in the aggregate, of TRIA and TRIA's officers, directors, partners, employees, agents, and subconsultants, and any of them, to the OWNER and anyone claiming by, through or under the OWNER, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Project or Agreement from any cause or causes, including, but not limited to the negligence, professional errors and omissions, strict liability, breach of contract or warranty, expressed or implied, of TRIA and TRIA's officers, directors, partners, employees, agents, and subconsultants, or any of them, shall not exceed the amount of TRIA's insurance limits.
- XII. TRIA and the OWNER waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with AIA B101 (2017 edition) - Article 9.
- XIII. Hourly rates are subject to change at the beginning of every calendar year.
- XIV. TRIA reserves the right to renegotiate the fee should changes in the scope of services occur.
- XV. All reimbursables will be forwarded with a 1.1 multiplier factor. All additional services will proceed only on a verbal or written "as directed" basis from the OWNER.
- XVI. TRIA will not be held responsible for identifying and/or investigating any existing hazardous conditions or materials on site.

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OPHFC Pool Renovations

Scope of Work

The Selected A/E Firm will provide Construction Design (CD) Documents and Specifications for the **Orland Park Health and Fitness Center (OPHFC) Pool Renovations**. Proposals should include design development, cost estimating, IDPH permitting, project phasing and logistics, bid documents, bidding assistance and construction administration. All existing building plans will be provided to the selected A/E Firm.

The Selected Firm's schematic design documents and associated cost estimate shall be completed and submitted to the Village by **August 1, 2024**, while CD Documents and Specifications must be completed by **December 1, 2024**. This project is anticipated to be constructed in early Spring, 2025, and as such, Construction Administration services are expected to be completed by **December 1, 2025**.

Scope of Renovations

1. Filtration, Pump, Heater, Chemical Control Systems

- a. Upgrade existing Filtration, Pump, Heater, **Ejector Pump**, Chemical Control Systems
- b. Upgrade all associated components of these systems
- c. **Replace ADA lifts**

2. Pool Concrete **Resurfacing**, Tile, Lighting and Paint Restoration

- a. **Resurface** floors and walls on in pools
- b. Recaulking / Retiling **all pools including (2) whirlpools**
- c. Repaint pools / **pool room ceiling**
- d. Replace pool lighting

3. Additional Services

- a. IDPH Permitting
- b. O&M Program
- c. ~~Updated Site Plan and As-Builts~~

The Selected Firm will:

1. Create a scope of work statement, **cost estimate**, construction documents and specifications (Construction Document bid set) for the OPHFC Renovations;
2. Provide Construction Administration Services, including:
 - a. Participate in (1) Pre-Bid meeting and assist with responding to follow up questions;
 - b. Participate in (1) Pre-Construction Meeting prior to start of construction;
 - c. Act as Village's representative during the Construction Phase, advising and consulting accordingly;
 - d. Review Contractor's Project Schedule, Submittal Schedule and Equipment Matrix and list of proposed subcontractors;
 - e. Assist the Village will project phasing/scheduling/milestone schedule for full project scope of work;
 - f. Perform regular site visits by a qualified staff member during construction to verify quality and progress of work;
 - g. Notify Owner and Contractor in writing of any work not in conformity with the Construction Documents;
 - h. Monitor the Contractor's schedule for the construction phase work;
 - i. Review of shop drawings and submittals for conformance with Construction Documents;
 - j. Review and respond to contractor RFIs and change order requests;
 - k. Prepare, assemble and distribute project punch list(s);
 - l. Determine the Dates of Substantial Completion and Final work observation;
 - m. Review Contractor's guarantees and warranties;
 - n. Review Contractor's record drawings, O&M instructions, and all other close-out documentation;

- o. Review as-built documents for completeness at Substantial Completion and Final Completion.

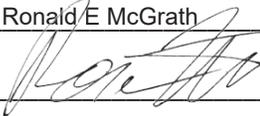
The Village is requesting firms provide a bidding fee as follows:

- A lump sum fee to complete the Project as described above.
- Proposed lump sum fee: \$ 203,110.00

Please include a completed "A-E Proposal Form" with submittal.

AUTHORIZATION & SIGNATURE

Name of Authorized Signee: Ronald E McGrath

Signature of Authorized Signee:  _____

Title: Principal Architect Date: April 4, 2024

A-E FEE ITEMIZATION

Date/Scope:

Date of Estimate:

Project Title: Orland Park Health and Fitness Center Pool Renovations	Contract #: P.T.O. BASIC RATES	ECC:
Location:	A-E Firm:	

SECTION A - DESIGN

Item	No of DWGS	Professional			Sub-Professional		
		Manhours	Rate	Cost	Manhours	Rate	Cost
1	Principal Architect	82	240.00	19,680.00			
2	Project Manager	86	180.00	15,480.00			
3	Interior Designer	36	170.00	6,120.00			
4	Architectural Staff	93	170.00	15,810.00			
5	Admin	0		0.00	24	120.00	2,880.00
6	Senior MEP Engineer	147	220.00	32,340.00			0.00
7	MEP Enigneer	48	185.00	8,880.00			0.00
8	MEP Engineer	75	150.00	11,250.00			0.00
9	Aquatic Project Director	40	250.00	10,000.00			0.00
10	Aquatic Project Manager	100	185.00	18,500.00			0.00
11	Aquatic Project Designer	55	145.00	7,975.00			0.00
12	Aquatic Technical	97	105.00	10,185.00			0.00
13	Aquatic Admin			0.00	21	75.00	1,575.00
14	Totals	0	859	156,220.00	45		4,455.00
15	Total Direct Labor (Professional and Sub-Professional)			(rounded)			160,675
16	Overhead	x	\$160,675	Overhead is built into hourly rates			0
17	Total Direct Labor and Overhead						160,675
18	Profit	x	\$160,675	Profit is built into hourly rates			0
19	Total Fee for Design Services						\$160,675

SECTION B - ENGINEERING SERVICES - REPRODUCTION - TRAVEL

1	Geotechnical & SubSurface Investigation	N/A	0
2	Topographic Survey	N/A	0
3	Field Investigation	In Design Services Above	0
4	Reproduction	Reimbursable Expense	0
5	Other Special Costs	None	0
6	Travel	In Design Fee Above	0
7	Total Fee for Engineering Services, Reproduction, and Travel		\$0

SECTION C - POST CONSTRUCTION AWARD SERVICES

Item	Description	Professional			Sub-Professional		
		Manhours	Rate	Cost	Manhours	Rate	Cost
1	Architect Construction Observation	97	180.00	17,460.00	0		0.00
2	MEP Construction Observation	48	185.00	8,880.00	0		0.00
5	Aquatic Construction Observation	24	185.00	4,440.00	0		0.00
6	Office Consultation/Submittal Review	47	185.00	8,695.00			0.00
7	As Built Drawing Review	16	185.00	2,960.00			0.00
8	Total Direct Labor						42,435
9	Overhead	0.00% x	\$42,435	Overhead is built into hourly rates			0
10	Total Direct Labor & Overhead						42,435
11	Profit	0.0% Task Order	\$42,435	Profit is built into hourly rates			0
12	Total Direct Labor, OH, and Profit						42,435
					Mandays	Rate	Cost
13	OTHER						0
14	OTHER						0
15	OTHER						0
16	Total Fee for Post Construction Award Services						\$42,435

TOTAL FEE: DESIGN, ENGR. SVCS, REPRO, TRAVEL (SECTIONS A & B)	\$0
GRAND TOTAL FEE: DESIGN, ENGR. SVCS, REPRO, TRAVEL, AND PCAS	\$203,110

A-E Name: Tria Architecture	Date: 4/4/2024
A-E Signature: 	

Note: hours listed above are estimates based on the projected scope of work