

Reallocation of Existing Contract Value

Village of Orland Park
September 19, 2024

Request for Proposals
Architectural Services

Attn: Greg Bruggeman
Village of Orland Park
14700 Ravinia Avenue
Orland Park, Illinois 60642

Nurture



September 19, 2024

Greg Bruggeman
Village of Orland Park
14700 Ravinia Avenue
Orland Park, Illinois 60642
gbruggeman@orlandpark.org | 708-277-3721

RE: Proposal for Reallocation of Existing Contract Value

Dear Greg,

Thank you for the opportunity to continue work on Orland Park's historic properties. We look forward to helping you finalize work on John Humphrey House so it can continue to be an asset to the community for future generations.

1.0 Project Vision and Understanding

The purpose of this proposal is to formalize the reallocation of remaining value of existing contract #2022064.

Based on discussions in previous meetings, the remaining value of \$20,635.28 will be divided into three parts:

1. First, to provide assistance with the bidding of John Humphrey house. The Village solicited general contractors in spring of 2024, however, is considering rebidding or negotiating with the responding bidder.
2. Second, to provide structural review of wood members salvaged from Boley Farm to determine which, if any, are of sound material and able to be used reused.
3. Third, to provide construction administration services for work at John Humphrey house.

2.0 Scope of Work & Deliverables

To meet the objectives listed above, Nurture anticipates the following services will be performed:

1. Bid Finalization Assistance for John Humphrey House.
 - Respond to bidder's Requests for Information.
 - Update drawings to clarify responses to bidder's questions, if necessary.
 - 1 meeting with owner to discuss bids received and assist in bid comparison.
2. Structural Review of Salvaged Wood
 - Work with structural engineering consultant to provide review of salvaged wood members for reuse.
 - 1 site visit to review the wood members in person.
3. Construction Administration Services at John Humphrey House
 - Attendance of 5 construction meetings on site, 1 hour max
 - Attendance of 5 virtual construction meetings, 30 min max
 - Written field reports (5) from each attended meeting on site.
 - Review of submittals, shop drawings, and product samples for design intent.
 - Review and comment on any change orders as requested by Owner.

3.0 Project Schedule

The project will commence upon the receipt of the executed contract and is expected to take 4-6 months after start of construction on John Humphrey House.

4.0 Exclusions

This scope of work does not include:

1. Documentation for Construction (Schematic Design, Design Development, Construction Documents, Bidding, Negotiation, Permit Documents)
2. Renderings
3. MEP engineering (beyond the scope of this limited contract)
4. Structural engineering (beyond the scope of this limited contract)
5. Cost estimate

5.0 Terms and Conditions

Consultants

To meet the requirements of the contract Nurture will continue to work with the same Structural and Mechanical/Electrical/Plumbing Engineering consultants as in the original contract:

1. Silman Structural Engineers
2. Melvin Cohen Mechanical/Electrical/Plumbing Engineers

Reimbursables

The proposed fee for Basic Services is exclusive of costs for the following items, which will be billed for separately at a rate of (1.1) times the amount billed the Architect:

1. Document Reproduction/Digitizing/Binding
2. Plotting of Drawings
3. Parking/Local Cab Fare/Travel Mileage
4. Local Courier Delivery/Overnight Delivery
5. Long Distance Telephone Calls
6. Misc. Expenses (reasonable and customary)
7. Materials for Samples

A list of reimbursable expenses will be included with each invoice. Back-up receipts will be provided if requested by the Client.

Specialty Consultants

If required by the Client, Nurture will retain and coordinate with Specialty Consultants, including the following consultant or service providers, for a coordination and administration fee of cost plus ten percent (10%) in addition to the Basic Service Hourly fees:

1. Material Testing/Petrographic Analysis
2. Environmental Assessment/Remediation
3. Photography/ Videography
4. Photorealistic 3D renderings
5. Civil Engineering
6. Audio/Visual/Acoustical Design
7. IT Technology Design

8. Other Consultants TBD

Cost Estimating

Nurture will not be providing cost-estimating services for your project.

Hourly Rates

Additional Services will be provided hourly, in accordance with the following schedule of rates:

| Nurture - Architectural Services | |
|---|----------|
| Principal - Architect | \$245.00 |
| Senior Associate | \$185.00 |
| Associate | \$155.00 |
| Junior Associate | \$130.00 |
| Administration | \$115.00 |

The above 2024 Hourly Rates are subject to change as rates are adjusted annually on the first of the year.

Agreement Termination

The Client or Architect may terminate this agreement with or without cause upon seven (7) days written notification to the other party. Upon such termination, the Architect shall be compensated for all Basic Services and Additional Services performed by the Architect up to and including the date of termination.

Other Additional Services

Nurture shall be entitled to Additional Services for any major change to the Scope of Services or Deliverables, including but not limited to Client changes in scope, quality, or budget for the project.

Prevailing Terms

Should any conflict arise between the terms contained in this document and the terms stated in the selected AIA Standard Form, the terms described in this document shall prevail. Any dispute or negotiation shall be covered by the State of Illinois.

Dispute Resolution

Owner and Architect agree that they shall first submit any and all unsettled claims, counter claims, disputes, and other matters in question between them arising out of or relating to this Agreement to mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Corporation, effective as of the date of this agreement.

Client Responsibilities

The following items are the Client's responsibility (and are not limited to):

1. Site Access. The Client shall be responsible for providing site access as needed for observation of existing conditions.
2. Insurance: The Client will provide the appropriate insurance for the project.

6.0 Payments

Billing

Basic Services will be billed in accordance with the completion of the work product, as determined by the Architect. The percentage amount billed each month shall become due and payable fifteen (15) days from the date of each invoice. Interest on Overdue Accounts shall accrue at one and one-half percent (1.5%) per month. The Architect reserves the right to stop work at any point due to unpaid invoices.

Fees

Nurture

314 West Institute Place
Suite 1E
Chicago, IL 60610
O 312.944.9600
www.nurturearch.com

For the Scope of Services detailed in this agreement, the fees remaining on Orland Park Contract #2022064 will be redistributed to cover each of the three tasks. Each task will be assigned a portion of the remaining value to twenty thousand six hundred and thirty five dollars (\$20,635.28) and billed as a fixed fee. See exhibit A for copy of the most recent invoice for reference.

| Task | Fee |
|---------------------------------------|--------------------|
| Bid Assistance at John Humphrey House | \$4,000 |
| Structural Evaluation | \$1,000 |
| CA Services at John Humphrey House | \$15,635.28 |
| Total: | \$20,635.28 |

| Firm | Fee |
|---------------|--------------------|
| Nurture | \$13,735.28 |
| Silman | \$3,500 |
| Melvin Cohen | \$3,400 |
| Total: | \$20,635.28 |

Completion of Services

If through no fault of the Architect the design services covered by this Agreement have not been completed within two (2) months of the date of this agreement, compensation for the Architect's services beyond that time will require written consent from the Client for Additional Services to Nurture.

Finalization of Contract

If this proposal meets with your expectations, please sign a copy and return it with the retainer. Upon receipt of these items, we will take pleasure in beginning work on your project. We welcome any opportunity to review it with you and answer any questions you may have.

We thank you once again for the opportunity and look forward to working with you on bringing your vision for the historic John Humphrey House to life.

Sincerely,



April Hughes
AIA, NCARB, LEED AP
President

Exhibit A



ARCHITECT OF RECORD REQUEST FOR PAYMENT

Billed to: Village of Orland Park
 14700 South Ravinia Avenue
 Orland Park, IL 60462
 708-403-6121

 accountspayable@orlandpark.org
 dporcelli@orlandpark.org

Payment Request No.: 11
 Date of Request: 11/1/2023
 Billing Period: 9/1/23 - 10/31/23
 Orland Park Contract #: 967243
 Vendor Number: 15513
 Project No.: 2201-01
 Invoice Number: 031079
 CONTRACT #: 2022064
 PO: 22001803

Billed from: HPZS
 314 West Institute Place, Suite 1E
 Chicago, Illinois 60610

 Contact Name: Andrea Sforza
 Direct Phone #: 312-530-9665

FOR OFFICE USE ONLY (Sr. P.A.'s)
Payment # : _____
P.O. # : _____

SCHEDULE OF PAYMENT

| | Phase of Work | Fee Allocation | % of Phase Complete | Fees Earned | Amount Previously Invoiced | Balance Due This Invoice |
|-------------------------------|---|---------------------|---------------------|---------------------|----------------------------|--------------------------|
| GLENN B. BOLEY FARM | | | | | | |
| | Task 1 - Historic Interpretation Concept Design | \$5,400.00 | 50.00% | \$2,700.00 | \$2,700.00 | \$0.00 |
| | Task 2 - Construction Documents | \$67,500.00 | 100.00% | \$67,500.00 | \$67,500.00 | \$0.00 |
| JOHN HUMPHREY HOUSE | | | | | | |
| | Task 1A - Construction Documents | \$44,600.00 | 100.00% | \$44,600.00 | \$44,600.00 | \$0.00 |
| | Task 1B - Bidding and Procurement | \$24,900.00 | 25.00% | \$6,225.00 | \$0.00 | \$6,225.00 |
| STELLWAGEN FAMILY FARM | | | | | | |
| | Task 1 - Preliminary Analysis (30% Review) | \$21,100.00 | 100.00% | \$21,100.00 | \$21,100.00 | \$0.00 |
| | Task 2 - Design Development (60% Review) | \$14,950.00 | 100.00% | \$14,950.00 | \$14,950.00 | \$0.00 |
| | Task 3 - Construction Documents (100% Review) | \$15,250.00 | 100.00% | \$15,250.00 | \$15,250.00 | \$0.00 |
| | Task 4 - Bid Documents | \$6,650.00 | 100.00% | \$6,650.00 | \$3,325.00 | \$3,325.00 |
| | Task 6 - Additional Drawings | \$4,100.00 | 100.00% | \$4,100.00 | \$4,100.00 | \$0.00 |
| | Subtotal Fees | \$204,450.00 | | \$183,075.00 | \$173,525.00 | \$9,550.00 |
| | Reimbursables | | | \$556.52 | \$6,506.96 | \$73.76 |
| TOTAL | Orland Park Properties | \$204,450.00 | | \$183,631.52 | \$180,031.96 | \$9,623.76 |

Nurture

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