



~~November 07, 2017~~ December 7, 2017

VIA E-MAIL
mmertens@homer Glenil.org
(4) Page(s) Inclusive

Mr. Mike Mertens, Village Manager
Village of Homer Glen
14240 W. 151st Street
Homer Glen, Illinois 60491

Re: Homer Glen Emergency Management Agency (EMA) Center - Space
Needs and Schematic Design
Project Authorization (Exhibit A) - REVISED

Dear Mr. Mertens:

It was a pleasure talking to you, Mayor Yukich, Trustee Burian and John Robinson about the EMA Center needs. Once executed, the Owner authorizes Tria Architecture, Inc. (Architect) to provide professional services for the Project identified herein, which professional services shall be subject to all terms and conditions of the AIA B101-2007, Master Agreement between Owner and Architect, dated September 9, 2015, unless specifically provided otherwise in this Project Authorization.

Location/Description of Project:

14240 W. 151st Street Homer Glen, Illinois 60491

Analysis of the existing and future needs of the EMA center at 15757 Annico Drive, Unit #3, Homer Glen, Illinois 60491 and determine the potential of incorporating the spaces in the existing Village Hall and/or on the Village Hall site (New Building).

Project Size:

TBD

Scope of Architectural and Engineering Services:

- I. Tria will complete a Cursory Space Needs Assessment of the existing facility including:
 - A. Meet with key personnel to discuss any security, space or adjacency concerns.
 - B. Perform field documentation of all relevant existing conditions.
 - C. The assessment is to include review of existing information available from the Owner such as:
 1. Inventory of all vehicles and equipment, including overall sizes and wheel base dimensions for the larger equipment.
 - D. Assess staffing spaces, storage, circulation, adjacencies, floor levels, and general layout.

TRIA ARCHITECTURE

West Suburban Office: 901 McClintock Drive, Suite 100, Burr Ridge, Illinois 60527

South Suburban Office: 1820 Ridge Road, Suite 209, Homewood, Illinois 60430

Company Main: 630.455.4500 Fax: 630.455.4040

www.TriaArchitecture.com

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- E. Evaluate the physical location of the Village Hall site with regards to its current and potential best use.
- F. Evaluate the physical condition of the Village Hall basement, including life safety, accessibility and security features.
- G. No other assessments will be provided as part of this proposal.
- H. All assessments are based on visual reviews of existing conditions and do not include any destructive or other form of testing.
- II. Tria will complete a Space Needs Assessment report of our findings including:
 - A. Space requirements, circulation and adjacency diagrams.
 - B. Site security and circulation recommendations.
 - C. Public/Private area security separation recommendations.
 - D. Identification of potential issues or deficiencies.
 - E. Provide preliminary construction cost estimates for the potential facility renovations or new construction.
 - 1. All estimates will be schematic or based on general square foot costs for the purposes of master planning.
- III. Tria will meet with the Owner to determine up to two (2) schematic design space plans and site plans for the new design based on the Owner's program requirements.
 - A. We will provide one (1) round of design revisions before proceeding to Design Development and Construction Documentation (Under separate contract).
 - B. This proposal is based on the design of the main administration/communication functions in either the Village Hall basement, OR on the site with the new vehicle storage.**
 - 1. If the code review allows for the use of the basement, the intent is to design the main administration/communication functions in the hardened (precast concrete ceiling) portion of the basement with a new vehicle storage building outside.**
 - 2. If the code review does not allow the use of the basement, the main administration/communication functions will be designed on the site with the new vehicle storage.**
- IV. Attendance at up to one (1) site investigation, one (1) staff/survey meeting, two (2) Administration Meetings, and one (1) Board meeting are included in this proposal.
 - A. Because of the undetermined length and amount of additional meetings the 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.

Additional Services Included:

None

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Owner Provided Items/Services:

- I. The Owner shall provide the following existing information to Tria:
 - A. An electronic (AutoCAD) copy of the existing Village Hall and existing EMA center (also showing all utility locations, M.E.P.FP. equipment details and sizes).
 1. All building covenants, rules and regulations regarding our scope of services are to be provided to Tria prior to the start of services.
 - B. An electronic (AutoCAD) copy of the Plat of Survey of the existing Village Hall property (also showing all utility locations and sizes).
 1. All site restraints such as deed restrictions and covenants, if any, are to be provided to Tria prior to the start of services.
- II. Inventory of all vehicles and equipment, including overall sizes and wheel base dimensions for the larger equipment.

Potential Additional Services (Not Included in Fee):

- I. If requested, the assessment can include review of existing information available from the Owner such as:
 1. Copies of organizational charts.
 2. Population projections.
 3. Annual reports and standard operating procedures.
 4. EMA strategic business plan and/or service goals.
 5. Homer Glen specific Community Oriented needs.
 6. List of future vehicles and equipment, including overall sizes and wheel base dimensions for the larger equipment.
 7. Evaluation of communication systems.
- II. If requested, 3D building massing or alternate site analysis services can be provided.

Preliminary Project Schedule:

Sixty (60) days from project approval.

Architect's Fee:

A Lump Sum Fee of **\$9,850.00**.

~~X~~ ^{MSM} [REDACTED] (Initial) Delete the code review services for the Village Hall Basement as described above for a Deductive Lump Sum Fee of **(\$1,080.00)**.

Hourly Billing Rates:

As per the AIA B101 Agreement

Owner's Construction Budget for the Project:

N/A

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Other Terms and Conditions:

- 1) If the Project is not completed within four months, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as an Additional Services at the rates set forth herein.

Special Considerations (Write-in): _____

Please review this project authorization and don't hesitate to contact me if you have any questions or require any additional information. **If this project authorization is acceptable, please execute all of the yellow highlighted areas and send the entire project authorization back to our office.** Tria Architecture and I look forward to your direction and working with you and your associates.

Authorized and Accepted by (Sign / Print):



Owner

Village Manager

Title: _____

Date: _____

12/14/17

Sincerely,



TRIA ARCHITECTURE, INC.

James A. Petrakos, AIA, LEED AP
Principal Architect

JAP/rm

Attachments: N/A

cc: Mayor Yukich, Village of Homer Glen
Trustee Brian Burian, Village of Homer Glen
John Robinson, EMA Director, Village of Homer Glen
Ron McGrath, Tria Architecture, Inc.
Nick Graal, Tria Architecture, Inc.

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