

architects

**J. MICHAEL
DE LAPP &
ASSOCIATES**

266 W. LAKE SHORE DR.
BARRINGTON, ILLINOIS
60010 847-526-5429

May 2, 2019

Palatine Township
721 S. Quentin Road
Palatine, IL 60067

RE: Interior Alterations

STATEMENT OF ACCOUNT FOR ARCHITECTURAL SERVICES:

Completion of Design Phase

10 hours @ \$150 / hour =	\$1,500.00
Printing	N/C

TOTAL NOW DUE \$1,500.00

Palatine Township Interior Alterations

Project Time:

1. Ballistic info search	1 hour	
2. Prelim Dwg	4 hours	4 April 2019
3. Conference	1 hour	9 April 2019
4. New scheme	1 hour	10 April 2019
5. Summary of Designs	1 hour	17 April 2019
6. Conf at Palatine	1 hour	22 April
7. Cost Statement	1 hour	1 May 2019
8. Cost Review Conf	<u>1 hour</u>	<u>2 May 2019</u>
	10 hours	

J. Michael DeLapp - architect

266 W. Lake Shore Drive - Barrington, IL 60010 -tel 847-526-5429 -email: jmdelapp@comcast.net

Palatine Township Interior Alterations

May 1, 2019

Statement of Probable Construction Cost

1. Demolition		\$ 1,500
2. Protection Wall Materials -class 3, UL 752 rated		\$10,000
Reception window 3'x5'		
Fiberglass wall protection panels		
Wood veneer door and HM frame w/ vision window		
Deal Tray		
3. General Construction		\$22,000
Metal Stud wall, installation of protection material, drywall		
Corridor control door, frame and wall		
Ceiling grid and tile modifications		
Painting		
Carpeting and hallway flooring		
4. Mechanical (HVAC, Elect, Plumb.)		\$7,500
Ductwork modifications, lighting modifications, drinking		
fountain relocation, outlets in new wall, elec Keypad		
5. New receptionist work station & transaction counter		<u>\$5,500</u>
Drawer base units, "L" shaped top, writing shelf-filing		
modesty panel		
Transaction Counter with shelving below		
		\$48,000
O & P 15%		<u>7,200</u>
		\$55,200
Contingency 10%		<u>5,500</u>
		\$60,700
Permit		<u>1,500</u>
		\$62,200
A/E services		
Preliminary Design	\$1,500	
Construction Documents	\$4,000	
Bidding Phase	750 (allowance)	
Construction Phase	<u>1,200</u> (allowance)	
	\$7,450	<u>\$7,450</u>
		\$69,650



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**J. MICHAEL
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266 W. LAKE SHORE DR.
BARRINGTON, ILLINOIS
60010 847-526-5429

March 11, 2019

Ms Sharon Langlotz-Johnson, Supervisor
Palatine Township
721 S. Quentin Road
Palatine, IL 60067

RE: Interior Alterations

Dear Ms Langlotz-Johnson;

I am pleased to be asked to provide architectural services for the proposed interior alteration to the Palatine Township Administrative Offices.

The following outlines the Architectural services we propose for the above referenced project:

I. SCOPE

Provide alterations to the ground floor entry and access to the General Assistance offices to incorporate control and security of the public entering at this level to apply for or coordinate General Assistance. These alterations to consist of modifying the entrance and reception of public so that the receptionist is located in a secure area and access to staff is controlled by the receptionist. The receptionist shall be able to observe those entering and provide information to them without subjecting the receptionist to any hostile action that may be taken by those seeking service. This may be accomplished by re-arranging partitions, protective barriers and observation windows or combinations of these.

I. DESIGN PHASE

- A. Meet with the Owner/Staff to ascertain the project requirements.
- B. Make on-site visit to verify existing conditions.
- C. Prepare Schematic Design studies to suggest alternative layouts for alterations
- D. Prepare a Statement of Probable Construction Cost.

II. CONSTRUCTION DOCUMENT PHASE

- A. Based upon the approved Schematic Design, shall prepare, for approval by the Owner, Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Project and shall prepare an estimate of the Probable Construction Cost.

- B. Assist the Owner in connection with the filing of documents required for the approval by the Village of Palatine

III BIDDING / NEGOTIATION PHASE

- A. Upon approval by the Owner of the Construction Documents, the Architect shall assist the Owner in obtaining bids or negotiated proposals and assist in awarding and preparing Contracts for Construction.
(Note: This phase can be minimized or eliminated depending upon early selection, and approval of the Contractor by the Owner and architect)

IV CONSTRUCTION PHASE

- A. Make periodic visits to the site to become familiar generally with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the Construction Documents.
- B. Based upon the Architect's observation and evaluation of the Contractor's applications for payment, the Architect shall review and certify the amounts due the Contractor. The Architect shall conduct inspections to determine the dates of Substantial Completion and Final Completion and shall issue a Final Certificate for Payment.

V ADDITIONAL SERVICES

- A. Revising previously approved drawings to accomplish changes not initiated by the Architect
- B. Services associated with zoning, off-site utilities, other special zoning related matters, transportation, variances or public hearings including research, correspondence, communications, documentation, document review, attendance at meetings. Services relating to the normal building permit is a part of the Construction Document Phase.

VI COMPENSATION TO THE ARCHITECT

- A. **Design Phase:**
Since the nature of the scope may vary depending upon which Schematic Design scheme is selected, we propose to furnish the services for the Design Phase on a professional hourly rate. This arrangement is equitable to both parties and results in a savings when decisions are reached in an expeditious manner.
Hourly Rate \$150 / hour
(Allowance of 10 hours for completion of Design Phase)
- B. **Additional Services:**
shall be on a basis of a professional hourly rate.....\$150 / hour
- C. **Construction Document Phase:**
Shall be based on a lump sum fee to be negotiated after selection of Schematic Design and estimate of Probable Cost of Construction.
- D. **Bidding / Negotiation Phase:**
Shall be based upon a professional hourly rate\$150/hour
(Note: This phase can be minimized or eliminated depending upon early selection, and approval of the Contractor by the Owner and architect)

E. Construction Phase:

Shall be based upon a professional hourly rate\$150 / hour

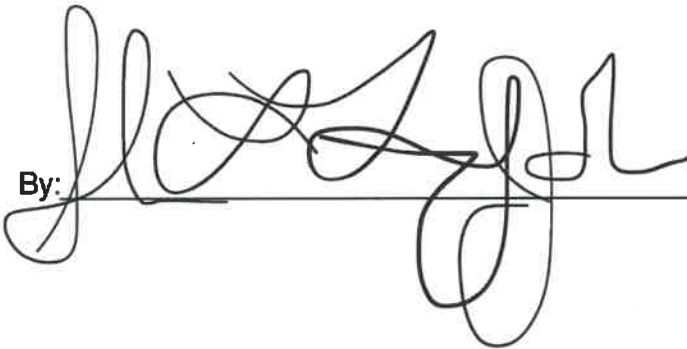
VII REIMBURSABLE EXPENSES

A. As is customary, reimbursable expenses are in addition to the compensation for professional services and include expenditures made by the architect for expense of reproductions. These costs are to be reimbursed at a rate of 1.15 times actual costs incurred. (*It is recommended that the drawings be electronically available to the contractor, etc to minimize any printing costs.*)

If the terms contained in this agreement are satisfactory, please sign and return one copy to me.

Sincerely,

J. Michael DeLapp

ACCEPTED: By:  Date: 4/2/19