

ISAKSEN GLERUM WACHTER . LLC  
114 WEST MAIN STREET T / 217 328 1391  
URBANA, ILLINOIS 61801 F / 217 328 1401



File: 09AA

April 30, 2009

Mr. Alan Reinhart, Facilities Director  
Brookens Administrative Center  
1776 E. Washington  
Urbana, IL 61802

Re: Roof Replacement  
ILEAS Training Center  
Urbana, Illinois

Dear Alan:

In response to your request, IGW Architecture is pleased to submit the following proposal for professional services in connection with the referenced project. We understand that the County would like to remove and replace the existing roof at the "1971 Addition" portion of the ILEAS Training Center since it has reached the end of its useful life. The project anticipates a complete tear off of the existing asphalt shingle roof, possible needed repair of deteriorated plywood roof deck, fascia, and the installation of a new asphalt shingle roof system. Approximately 49,300 square feet of roof area will be replaced with a total preliminary project cost estimate of \$264,000.00 which includes a 5% design/bid contingency, a 5% construction contingency, architectural fees and an allowance for the printing of bid documents.

### **SCOPE OF SERVICES**

Based on the understanding above, IGW Architecture will provide the following architectural services as summarized below:

1. Gather existing plans and other pertinent information regarding the roof and building and establish AutoCAD base plans necessary for the work.
2. Assess the roofing system's original design, construction features, and meet with the County's designated representative to review previous repairs and maintenance history.
3. Perform a visual inspection and photo survey of the existing roof to determine its general status, identify obvious failures/problem areas and generally collect needed information as it relates to the as-built condition and design of the new roof system.
4. Analyze alternative roof materials and system types to determine the best system for the application. Design considerations include, but are not limited to, the existing roof deck, roof size and layout, ventilation, expansion and contraction, roof slope and drainage systems, edge and flashing details, need for ice/water dams, roof top equipment and supports, through-roof penetrations, length of warranty, energy efficiency, and roof traffic.
5. Prepare design documents consisting of drawings and other document to fix and fully describe the preferred new roof system including materials, details and such other elements as may be appropriate along with an opinion of probable construction costs and a schedule for the work.

6. Based on the approved design documents, prepare construction drawings and specifications setting forth in detail all of the new roof system and other requirements for competitive bidding by qualified contractors.
7. Assist the County in obtaining competitive bids for the project including coordination and issuance of documents, organizing and attending pre-bid conference, answering contractor questions during bidding, evaluation of substitutions, issuance of any addenda necessary, review and evaluation of bids received, recommendations and assistance to the owner in the award and preparation of construction contracts.
8. After award of the contract, provide basic contract administration and coordination services including review and process of project submittals, prepare necessary change orders, review and process contractor payment requests and periodic on-site observations to check the progress and conformance of the work to the requirements of the contract documents and endeavor to provide protection against defects and deficiencies in the work.

### COMPENSATION

For Tasks 1-8 above, we propose compensation on an hourly basis according to the attached rate schedule with a total cost not-to-exceed \$22,900.00 with payments made monthly based on the actual hours expended. The only out-of-pocket reimbursable costs anticipated for this project are the printing costs for bid documents which the Architect shall be reimbursed for at 1.1 of cost. For any services requested that are in addition to those outlined in Items 1-8 above, IGW will request additional compensation on an hourly basis in accordance with the rate schedule.

If this letter accurately reflects the needed services at this time and the attached terms and conditions meet with your approval, consider this letter to be our working agreement. Please sign and return one copy for our files.

Thanks Alan for this opportunity. If you need any further information or have questions, do not hesitate to call.

Sincerely:

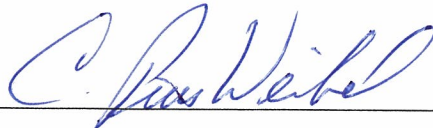
**IGW Architecture**



Riley D. Glerum AIA  
Principal/CEO

Att: IGW Rate Schedule  
IGW Conditions of Agreement

ACCEPTED \_\_\_\_\_



DATE 6/25/2010



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## Isaksen Glerum Wachter . LLC

Principals .....	\$ 135 - 160
Project Architect 1 .....	\$ 100 - 135
Project Architect 2 .....	\$ 90 - 100
Architect/Designer 1 .....	\$ 80 - 90
Architect/Designer 2 .....	\$ 70 - 80
Architect/Designer 3 .....	\$ 60 - 70
Construction Observer.....	\$ 75 - 135
Administrative/Accounting .....	\$ 75 - 95
Clerical/Data Processing .....	\$ 50 - 60
Reimbursables.....	@ Cost x 1.1
Consultants.....	@ Cost
Mileage Rate .....	.50 cents/mile

Effective 1 January 2010

# IGW CONDITIONS OF AGREEMENT

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1. **STANDARD OF CARE** – The Architect will perform the services under this agreement in accordance with generally accepted practice, in a manner consistent with the level of care and skill ordinarily exercised by members of this profession under similar circumstances in this locality. No other warranties implied or expressed, in fact or by law, are made or intended in this agreement.
2. **CONFIDENTIALITY** – The Architect shall hold confidential the business and technical information obtained or generated in performance of services under this agreement, and as identified in writing by the Client as confidential.
3. **DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS** – All original drawings, specifications, electronic data and other documents are instruments of the Architect's service for use solely with respect to this project and shall remain the property of the Architect. The Client shall be permitted to retain copies including reproducible copies of the Architect's documents for information and reference in connection with the client's use and occupancy of the project. Owner's reuse of documents generated by this Agreement shall only be permitted by written approval from the Architect.
4. **SURVEYS/TESTS** – The Architect shall recommend to the Client the appropriate investigation, surveys, tests, analyses and reports to be obtained as necessary for the proper execution of the Architect's services.
5. **AUTHORITY AND RESPONSIBILITY** – The Architect shall not have control or charge of, and shall not be responsible for, construction means, methods, techniques, sequences or procedures, for safety precautions and programs in connection with the Work, for the acts or omissions of the Contractor, Subcontractors or any other persons performing any of the Work, or for the failure of any of them to carry out the Work in accordance with the Contract Documents.
6. **RESPONSIBILITY FOR CONSTRUCTION COST** – It is recognized that neither the Architect nor the Client has control over the cost of labor, materials or equipment over the Contractor's method of determining bid prices, or over competitive bidding, marketing or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from any Opinion of Construction Cost or evaluation prepared or agreed to by the Architect.
7. **INSURANCE** – The Architect shall maintain comprehensive general liability and professional liability insurance coverage and the Architect's employees are covered by Workers Compensation Insurance. Certificates of Insurance can be provided to the Client upon written request. The Architect shall not be responsible for any loss, damage, or liability beyond these insurance limits and conditions.
8. **LIMITATION OF LIABILITY** – Neither the Architect, the Architect's consultants, nor their agents or employees shall be jointly, severally or individually liable to the Client in excess of the compensation to be paid pursuant to this agreement or of Ten Thousand Dollars (\$25,000.00), whichever is less, by reason of any act or omission, including breach of contract or negligence not amounting to a willful or intentional wrong.
9. **HAZARDOUS MATERIALS** – The Architect and the Architect's consultants shall have no responsibility for discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances. If required by law, the client shall accomplish all necessary inspections and testing to determine the type and extent, if any, of hazardous materials at the project site. Prior to the start of services, or at the earliest time such information is learned, it shall be the duty of the client to advise the Architect (in writing) of any known or suspected hazardous materials. Removal and proper disposal of all hazardous materials shall be the responsibility of the client.
10. **CLIENT'S CONSULTANTS** – Contracts between the Client and Client's consultants shall request the consultants to coordinate their drawings and other instruments of service with those of the Architect and to advise the Architect of any potential conflict. The Architect shall have no responsibility for the components of the project designed by the Client's consultants. The Client shall indemnify and hold harmless the Architect, Architect's Consultants and their employees from and against claims, damages, losses and expenses arising out of services performed for this project by other consultants of the Client.
11. **REMODELING AND RENOVATION** – For Architect's services provided to assist the Client in making changes to an existing facility, the Client shall furnish documentation and information upon which the Architect may rely for its accuracy and completeness. Unless specifically authorized or confirmed in writing by the Client, the Architect shall not be required to perform or have others perform destructive testing or to investigate concealed or unknown conditions. The Client shall indemnify and hold harmless the Architect, the Architect's Consultants, and their employees from and against claims, damages, losses and expenses which arise as a result of documentation and information furnished by the Client.
12. **AMENDMENTS** – This Agreement may be amended only by written documentation signed by both the Architect and Client.
13. **TERMINATION** – This Agreement may be terminated by either party upon written notice and the Architect will be paid only for those services and costs incurred to date of termination.
14. **MEDIATION** – In the event of a dispute, the parties shall endeavor to settle disputes by mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect unless the parties mutually agree otherwise. Demand for mediation shall be filed in writing with the other party to this Agreement. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.