

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



File: 1328

May 13, 2013

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

Re: Exterior Masonry Repairs and Maintenance
Champaign County Courthouse - Urbana, Illinois

Dear Alan:

In response to your request, IGW Architecture (IGW) is pleased to submit the following proposal for professional services in connection with the referenced project.

PROJECT UNDERSTANDING

We understand that Champaign County would like IGW to provide the necessary design, bidding and construction phase services for the work identified in the attached Preliminary Analysis-Exterior Masonry at the Champaign County Courthouse report, dated April 22, 2013. The project involves the repair and maintenance of the exterior masonry walls at the Champaign County Courthouse with the following specific areas of work identified:

- A. **Old Champaign County Courthouse (Historic West Portion)** - Repair of cracked brick and repointing of cracked and open mortar joints in the face brick masonry, grinding and sealing minor cracks and grinding and repointing cracked and open mortar joints in the sandstone masonry, and the installation of expansion joints in the brick and sandstone masonry. All work primarily on the south and west facades.
- B. **New Champaign County Courthouse Addition (East Portion)** - Removal and replacement of existing backer rods and sealant at all expansion joints, relief angles, doors, windows, louvers, etc. on the north, south, east and west elevations of the new addition.
- C. **New Champaign County Courthouse Addition (East Portion)** - Repair of minor masonry damage prior to a low-pressure spray cleaning and degreasing of the north, south, east and west elevations of the new addition followed by the application of a vapor permeable water repellent to resist future staining and masonry deterioration.

Further, we understand that the County would like to seek competitive bids from multiple masonry restoration contractors for this work and desires the project to be completed as soon as possible. For the scope of work identified in A. B. and C. above, a total project budget of \$304,000.00 has been established including all "hard" and "soft" costs.

SCOPE OF SERVICES (For Each Area of Work Above)

1. **PRELIMINARY DESIGN PHASE** - Visually examine the entire face of the masonry walls on all facades of the Old Champaign County Courthouse as well as select locations on the New Addition for the purpose of documenting needed masonry repairs. Walls will be examined for cracked brick, sandstone, terra cotta and cast stone masonry as well as cracked or open mortar joints due to thermal expansion and contraction.

All inspection data will be documented and base plans and elevations of the building will be prepared to facilitate the preliminary design phase of work. Note that for work area A., significant additional field work and documentation of existing masonry conditions will be required as a prerequisite to the more complicated repair and expansion joint design. Then, meet with designated representatives of the County to review data collected and make any final adjustments to the scope of work, budget and schedule as may be appropriate.

Based upon an approved scope of work, budget and schedule, initiate the preliminary design phase of services. This phase will define the types, locations and quantities of needed masonry repair and maintenance work and develop recommendations for the specific materials and techniques for implementing the rehabilitative solutions. Deliverables for this phase will be preliminary design documents consisting of drawings, outline specifications and other documents illustrating the general scope, scale and relationship of project components along with a preliminary opinion of probable construction cost based on the preliminary design documents and current cost indices, all for review and approval by the County.

2. **CONSTRUCTION DOCUMENTS PHASE:** Following the County's approval of the preliminary design documents and opinion of probable construction cost, prepare construction drawings and specifications setting forth in detail all of the architectural construction requirements for the project. The construction documents will consist of AutoCAD Drawings and a Project Manual with bidding and contract provisions, general project requirements and technical specifications. The documents shall provide sufficient information for accurate and competitive pricing and be suitable for any permit applications and construction. An update of the preliminary opinion of probable costs will be provided based on the construction documents prior to issuance for bid.
3. **BIDDING OR NEGOTIATIONS PHASE:** Following the County's approval of the construction drawings and specifications and updated opinion of probable construction cost, assist the County in obtaining competitive bids for the project including coordination and issuance of documents, a pre-bid conference, the answering of contractor questions during bidding, evaluation of any substitutions, issuance of necessary addenda, review and evaluation of bids received, recommendations and assistance to the County in the award and preparation of construction contracts.
4. **CONTRACT ADMINISTRATION/OBSERVATION** - During the construction phase of the project, provide contract administration and partial on-site observations services. Services will include review of any project submittals, review of contractor's requests for payment, response to contractor's requests for information/clarification, review of change order proposals and attendance at any needed contractor progress/coordination and pay request meetings. Services will also include periodic site visits at appropriate stages of construction to check the progress and conformance of the work to the requirements of the contract documents (estimated to be approximately 2 site visits per week during construction). Project closeout services will include substantial completion inspection, final punch-list activities, and the issuance of the Certificate of Substantial Completion for the County's review and acceptance. After completion of any punch list items, IGW will conduct a final completion inspection and forward final contractor submittals (as-builts, warranties, etc.) and issue a Final Certificate of Acceptance.

COMPENSATION

For the Scope of Services summarized in Items 1-4 above, we propose compensation on an hourly basis according to the attached rate schedule with payments made monthly based on the actual hours expended and broken down by work areas as follows:

A. Old Champaign County Courthouse (Historic West Portion)

For this area of work, 167 hours estimated with an hourly fee not-to-exceed- \$ 18,235.00

Project hours broken down by assigned personnel:

- Principal-In-Charge - 10 hours
- Project Architect 1 - 49 hours
- Architect/Designer 1 - 108 hours

B. New Champaign County Courthouse Addition (East Portion)

For this area of work, 86 hours estimated with an hourly fee not-to-exceed- \$ 9,420.00

Project hours broken down by assigned personnel:

- Principal-In-Charge - 5 hours
- Project Architect 1 - 26 hours
- Architect/Designer 1 - 55 hours

C. New Champaign County Courthouse Addition (East Portion)

For this area of work, 125 hours estimated with an hourly fee not-to-exceed- \$ 13,675.00

Project hours broken down by assigned personnel:

- Principal-In-Charge - 7 hours
- Project Architect 1 - 38 hours
- Architect/Designer 1 - 80 hours

Total Hourly Fee for Work Areas A, B, and C not-to-exceed: \$ 41,330.00

ADDITIONAL SERVICES

For any services requested by the County that are not included in the Scope of Services 1-4 above, we would request compensation in addition to the Total Hourly Fee for Work Areas A, B, and C not-to-exceed above. Additional services shall be compensated on an hourly basis according to the attached rate schedule. The Architect shall identify any additional service requests with a separate fee proposal and schedule modification and obtain County approval prior to commencing any work resulting from a request for additional services.

REIMBURSABLES

In addition to the fee quoted above, IGW shall be reimbursed at 1.0 x cost for out-of-pocket expenses directly related to the project including reprographics, plotting, telecommunications, commercial ground transportation, travel and subsistence for business travel related to the project (**out-of-town only**), US mail, overnight courier services and other similar expenses. For this project, reimbursable expenses are anticipated for a telescoping boom lift rental and operator to access and inspect the full face of the masonry wall at the Old Champaign County Courthouse and other minor costs associated with the printing and handling of bid documents.

PRELIMINARY SCHEDULE

We estimate that the preliminary design and construction documentation phases for work areas A, B and C can be completed in 12 weeks assuming timely work-in-progress review and approval meetings. We would recommend allowing about 4 weeks for bidding, board approval, and contract award and estimate a construction period of about 19 weeks assuming no major weather delays. The total project duration then would be about 36 weeks or 8 months.

CONSULTANTS

IGW Architecture does not anticipate employing any outside consultants for this project.

FORM OF AGREEMENT

If this letter accurately reflects the needed services at this time and the attached IGW Terms and Conditions, incorporated herein by reference, under which the above stated services are being provided and the attached IGW Rate Schedule meet with your approval, consider this letter to be our working agreement. Please sign and return one copy for our files.

Thank you for the opportunity to be involved on this project. If you have any questions or need further information, do not hesitate to call.

Sincerely:

ISAKSEN GLERUM WACHTER . LLC



Riley D. Glerum AIA, LEED® AP
Principal/CEO

Att: Preliminary Analysis-Exterior Masonry at the Champaign County Courthouse
IGW Rate Schedule
IGW Conditions of Agreement

ACCEPTED _____



DATE _____

5/24/13

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



File: 1322

April 22, 2013

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

Re: Preliminary Analysis-Exterior Masonry
at the Champaign County Courthouse

Dear Alan:

IGW Architecture (IGW) has completed the requested preliminary analysis of the exterior masonry at the Champaign County Courthouse which included both an assessment of the cracking recently observed at the old, historic portion of the courthouse and the identification of needed maintenance at the new addition, now approaching ten years old. Assisting IGW in the investigation of the cracking at the old courthouse was Klein and Hoffman, restoration architects and structural engineers from Chicago, Illinois. For identifying needed maintenance at the new addition, IGW was assisted by Midwest Restoration, Inc., a masonry restoration contractor from Paris, Illinois. As part of this investigation, the construction documents from both the 2001 New Courts Building/Renovation and 2008 Courthouse Masonry Stabilization and Restoration projects were reviewed. In addition, limited on-site inspections were conducted and photographs of the building were taken in order to examine pertinent existing conditions.

The information gathered above contributed to the following analyses, development of preliminary repair and maintenance work scopes and project budget estimates for the identified work. The budget estimates include estimated construction costs and an allowance for the County's other "soft" costs leading to a total project budget.

Old Champaign County Courthouse (Historic West Portion)

1. Face Brick Masonry

Localized cracking of the face brick masonry was observed primarily on the south and west facades. The cracks were generally limited to the spandrel zones between windows. Step cracks typically followed the mortar joints with very few cracked bricks observed. In a couple of instances, open joints were observed between the third floor double-arched masonry window heads on the west façade. A minor number of other mortar joints in isolated areas were observed to be cracked and open (See Attachment A).

The above damage is a result of the thermally-induced, volumetric expansion and contraction of the masonry materials which has been exacerbated by the wider temperature fluctuations affecting the south and west facades. Some of the cracking has occurred at areas of brick masonry rebuilt during the 2008 façade repair work. This damage is also attributed to thermal expansion and contraction as salvaged brick was reinstalled in these areas to avoid the irreversible expansion of new brick due to moisture absorption following manufacturing. None of the cracking appears to be caused by settlement of the building or deterioration of the masonry supporting elements.

We recommend the replacement of the cracked brick and repointing of the cracked and open mortar joints. In addition, expansion joints should be installed to accommodate the probable future movement of the brick due to thermal expansion and contraction, particularly on the south and west facades (see No.4 below).

2. Sandstone Masonry:

Limited cracking and some open mortar joints were observed at the sandstone base and water tables of the building, primarily on the south and west facades. While some of the deteriorated sandstone cladding and trim was replaced with new sandstone as part of the 2008 repair work, unlike new brick, sandstone does not expand irreversibly due to moisture. It does, however, expand and contract volumetrically due to temperature fluctuations which correlates with the observed damage being again limited to the south and west facades (See Attachment A).

We recommend grinding and sealing minor cracks and grinding and repointing open mortar joints. In addition, expansion joints, particularly on the south and west facades, as well as a cap flashing or sealant at the upward-facing "wash" joints of the south water table masonry should be installed to alleviate probable future damage as a result of thermal expansion and contraction of the sandstone masonry (see No. 4 below).

3. Terra Cotta Masonry:

Terra cotta masonry was used only at the building's cornice where no cracking or open joints were observed. During the 2008 repair work, the existing terra cotta masonry was fully pointed and cleaned with sealant joints (in lieu of mortar joints) installed at approximately 20'-0" on center. While terra cotta suffers from thermal expansion and contraction similar to other masonry materials, the installation of the "soft" sealant joints has evidently provided enough movement space to mitigate any problems.

4. Expansion Joints:

We recommend the installation of expansion joints in the brick and sandstone masonry veneer as none have ever existed and it's reasonable to assume that the pattern of repair and subsequent cracking would recur without them. That is, providing carefully placed expansion joints in the masonry would help accommodate the probable movement due to thermal expansion and contraction and thereby mitigating future damage and required maintenance. This action is recommended on the south and west facades at a minimum and possibly on the other exposures although no damage was observed in those locations. If expansion joints are added to the courthouse, special care should be given to their design and placement so as not to diminish the historic appearance of the building. To the extent possible, discrete locations should be found for new expansion joints such as at building offsets, window recesses, etc. and the sealants should match the color of the masonry and mortar as applicable.

5. Preliminary Project Budget Estimate and Schedule - Old Champaign County Courthouse

- A. \$ 83,340.00 - Construction Costs
 - \$ 25,002.00 - 30% Allowance for other Owner's Costs
 - \$ 10,838.00 - 10% Project Contingency
 - \$119,176.00 - Total Project Budget (South and West Facades Only)
- B. 15-17 Weeks - Includes design, bid and construction phases.

New Champaign County Courthouse Addition (East Portion)

1. Remove and Replace Joint Sealant:

In addition to masonry, the exterior courthouse wall is comprised of many other components including copings, sills, lintels, expansion joints, doors, windows, louvers, etc. They all work together as a complete building enclosure system and are dependent upon joint sealants to prevent water penetration and all require periodic inspection and maintenance. With the new addition now approaching ten years old, the joint sealants in particular are approaching the end of their serviceable lives and showing some evidence of failure.

Joint sealants close the gaps between various substrates/components and are critical in preventing air, water and other environmental elements from entering a structure yet still permit needed limited movement of those same substrates (See Attachment B).

Recommended is the complete removal and replacement of the existing backing rods and sealant at all expansion joints, relief angles, doors, windows and louvers on the north, south, east and west elevations of the new addition. The compatibility with and adherence to the substrates, ability to accommodate the movement requirements of the joint, durability and service life for the type of exposure, and other installation and aesthetic factors are all important in selecting the proper sealant for application. It is our opinion that the joint sealant replacement work is more critical than the masonry clean and seal if funds are limited.

2. Minor Repair, Clean and Seal Masonry

When properly designed, detailed and constructed, an exterior masonry wall is known for its attractiveness, durability and reduced maintenance requirements. However, after numerous years of service, it is not uncommon for the appearance of the masonry to be compromised by air-born dirt and pollutants, efflorescence, various kinds of stains, organic growth and even graffiti. With the new addition now approaching ten years old, some of these conditions are starting to appear and should be addressed (See Attachment B).

Recommended is a low-pressure spray washing of the north, south, east and west elevations of the new addition with a multi-purpose masonry cleaner and de-greaser. It is important to understand the exact types of materials to be cleaned and the type of staining to be removed in order to select the proper cleaner. Further, it is important to test alternative products to find the least aggressive one that will achieve the desired results. Following the spray wash, the application of a vapor permeable water repellent is recommended to provide extended resistance against future staining and masonry deterioration. Note that prior to masonry cleaning and sealing any minor defects in the masonry need to be repaired. The protection and replacement of any damaged lawn or other surfaces and washing of windows after water repellent application would also be included in the scope of work. It is reasonable to think that this work could be phased over time to address funding limitations.

3. Preliminary Project Budget Estimate and Schedule – Remove and Replace Joint Sealants

- A. \$ 56,875.00 - Construction Costs
\$ 11,375.00 - 20% Allowance for other Owner's Costs
\$ 6,825.00 - 10% Project Contingency
\$ 75,075.00 - Total Project Budget

- B. 11-13 Weeks - Includes design, bid and construction phases.

Preliminary Project Budget Estimate and Schedule – Minor Repair, Clean and Seal Masonry

- A. \$ 83,125.00 - Construction Costs
\$ 16,625.00 - 20% Allowance for other Owner's Costs
\$ 9,975.00 - 10% Project Contingency
\$109,725.00 - Total Project Budget

- B. 17-19 Weeks - Includes design, bid and construction phases.

If you have any questions or require additional information, please call or write.

Sincerely:

ISAKSEN GLERUM WACHTER . LLC



Riley D. Glerum AIA, LEED® AP
Principal/CEO

ATTACHMENT A



Photo No. 1: West façade spandrel area – typical area of step cracking with cracked brick and open mortar joints.



Photo No. 2: South façade brick spandrel and sandstone horizontal bands – typical area of open mortar joints at brick spandrel areas and occasionally cracked and open mortar joints at sandstone bands.

ATTACHMENT A



Photo No. 3: West façade third floor arched window head – open joints at brick masonry.



Photo No. 4: South façade sandstone building base – limited open joints at sandstone masonry.

ATTACHMENT B



Photo No. 1: North façade cast stone base and horizontal band – minor cracked and open mortar joints and efflorescence. Note: Cast stone was used on the new addition to simulate cut natural stone.



Photo No. 2: North façade cast stone wall with cap at equipment intake/exhaust – organic staining.

ATTACHMENT B



Photo No. 3: North façade cast stone cornice – staining.



Photo No. 4: South façade cast stone building base – expansion joint sealant failure.



Photo No. 5: North façade grade level exit door – no sealant in joint between door frame and cast stone building base.



Hourly Rate Schedule

Principals	\$ 145.00 - 195.00
Project Architect 1.....	\$ 135.00 - 145.00
Project Architect 2.....	\$ 100.00 - 135.00
Construction Administrator/Observer	\$ 85.00 - 135.00
Architect/Designer 1	\$ 85.00 - 100.00
Architect/Designer 2	\$ 70.00 - 85.00
Architect/Designer 3	\$ 60.00 - 70.00
Account/Contract Administrator.....	\$ 85.00
Clerical/Data Processing	\$ 60.00
Reimbursables.....	@ Cost x 1.1
Consultants.....	@ Cost
Mileage Rate.....	56.5 cents/mile

Effective **1 January 2013**, subject to annual adjustment.

ISAKSEN GLERUM WACHTER . LLC

114 WEST MAIN STREET T / 217 328 1391
URBANA, ILLINOIS 61801 F / 217 328 1401

IGW CONDITIONS OF AGREEMENT

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 One Hundred Thousand Dollars (\$100,000.00), whichever is more, 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.