

March 22, 2016

Mr. Richard J. Tarulis
Lisle Township
4711 Indiana Avenue
Lisle, Illinois 60532

Re: Lisle Township Assessor's Office
4721 Indiana Avenue
Lisle, Illinois 60532

Dear Rick:

I enjoyed meeting with you, Jim Vondran and John Trowbridge, Lisle Township Assessor, on March 8th at the Township building and discussing the project scope for rebuilding the existing building (approximately 4,000 square feet per floor) or constructing a new facility. Based upon our meeting, I am pleased to present this proposal to you for project scope design documentation for the project referenced above.

The scope of the project, as I understand it, is to provide Project Scope Design Concepts for pricing estimates for the vacated Lisle Township Assessor's Office. The first Project Scope Design Concept will be for rebuilding the existing Assessor's facility. The second project scope design concept will be for a new building on the current Assessor's facility site.

- The Rebuild Concept of the existing facility will involve significant selective demolition of the existing building with removal of the existing roof, first floor exterior and interior walls down to the main level floor deck and all associated plumbing, mechanical and electrical systems. Additionally, the doors, windows, ceilings, and interior partitions of the lower level will be demolished while maintaining the foundation walls. Since the adjacent Highway Department building has its electrical feed from this building, this electrical service will need to be maintained in any construction project scenario.

Included in the scope will be excavation along the existing foundation walls to assess current conditions, possible selective replacement of any sections of walls found to be insufficient, installation of perimeter drain tile along the existing footings if not present, waterproofing the existing foundation walls, re-grading the site and new concrete walks. The building will be rebuilt using the foundation walls and first floor deck. This will include new exterior walls, windows, doors, new sloped roof, and all interior buildout suitable for proper occupancy by the Assessor's department. New plumbing, mechanical and electrical systems. The final design will be complimentary to the existing Township Office Building for a unified campus appearance.

- The New Construction Concept will collapse and remove the entire existing building (except for the electrical service), re-grade the site and provide a new design that allows for

accessible entrances at the main level, as well as the lower level without the use of an elevator. Areas of the first floor and the lower level will be generally laid out as they previously were, but with handicap accessible toilet rooms, break rooms and offices. Further refinements to the plan layout will be shown to facilitate the workings of the assessor's office. Plumbing, mechanical and electrical systems will be included. The final design will be complimentary to the existing Township Office Building for a unified campus appearance.

ARCHITECTURAL AND STRUCTURAL DESIGN

Our fee anticipates an initial design concept showing each concept as described above, with a plan and elevations to accurately describe the design intent; one design revision to the each concept; and up to three client meetings. Additional design schemes, beyond the initial designs and the revisions, are not be part of this proposal and will be considered out of the scope of services. These design scope concepts will be used for pricing by others to determine which concept Lisle Township would like to pursue for the Assessor's office building. The Project Scope Design Concepts will provide information for general contractor pricing scope ranges.

Ehlke Lonigro Architects, Ltd. proposes to provide Architectural and Structural Project Scope Design Concept services identified above at our hourly rate (\$130/hour), not to exceed, **ten thousand dollars (\$10,000.00).**

PLUMBING / MECHANICAL / ELECTRICAL ENGINEERING DESIGN

Our fee anticipates working with our consulting P/M/E Engineer who's work will include developing P/M/E single drawing scope documents for both Concepts showing equipment performance-specifications and equipment locations, to be issued for preliminary-pricing-only.

Ehlke Lonigro Architects, Ltd. proposes to provide Plumbing / Mechanical / Electrical Engineering Project Scope Design Concept services through our consulting engineer for a fixed fee of **five thousand two-hundred fifty dollars (\$5,250.00).**

If this proposal is acceptable to you, we request that you provide a retainer to us in the amount of \$500.00, along with a signed copy of this proposal.

Invoices are submitted on a monthly basis. Payment due as services progress. Balances outstanding over 30 days will be charged interest at the rate of 1.5% per month or 18% per annum. If full payment is not received within 60 days of the date of the invoice, the Architect shall have the right to suspend service until full payment is made by the Owner.

Reimbursable expenses include printing, plotting, and messenger/delivery expenses. See the attached reimbursable schedule for rates.

Opinions of Probable Cost

Architect has no control over the cost of labor, materials or equipment, or over the Contractor(s) method of determining process, or over competitive bidding or market conditions. Architect's opinions of probable Project Construction Cost provided are made on the basis of experience and qualifications, and represent his judgment as a design professional familiar with the construction industry. Architect cannot and does not guarantee that proposal, bids or the Construction Cost will not vary from his opinions. If prior to Bidding and Negotiation Phase, Client wishes greater accuracy as to the Construction Cost, the Client shall employ an independent cost estimator Consultant.

Additional Services

Services outside the scope of work, when authorized by the Client in advance of work being accomplished shall result in additional fees (Additional Services) and related reimbursable expenses. Changes from previously approved plans shall be considered Additional Services. Unless both parties agree to another basis of compensation, Additional Services shall be hourly, based on time expended at the hourly charges scheduled. Additional Services will be billed monthly in accordance with the terms set forth in this proposal. The rate for additional project architect services will be billed at \$130 / hour for any services requested by you, the Client.

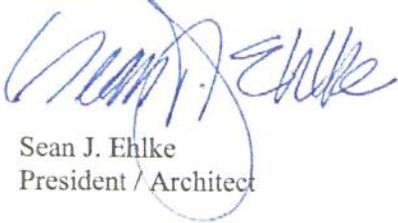
Exclusions include the following:

1. Architectural and Structural services beyond Project Scope Design Concepts, including but not limited to Final Design Services, Construction Documents, Bidding and Construction Administration services.
2. Plumbing / Mechanical / Electrical Engineering design services beyond Project Scope Design Concepts, including but not limited to Final Design Services, Construction Documents, Bidding and Construction Administration services.
3. Fire Alarm and Sprinkler shop drawings.
4. Identification and removal of hazardous materials.

Drawings and specifications as instruments of service are and shall remain the property of *Ehlke Lonigro Architects, Ltd.* whether the project for which they are made is executed or not. The owner shall be permitted to retain copies, including reproducible copies of drawings and specifications for information and reference in connection with the owner's use and occupancy of the project. The drawings and specifications shall not be used by the owner on other projects, for additions, to this project or for completion of this project by others, except by written agreement with appropriate compensation to *Ehlke Lonigro Architects, Ltd.*

This proposal is valid for 30 days from the date shown above, after such time this proposal will expire. If this proposal is agreeable to you, then please print out 2 copies of this letter and indicate your acceptance by signature on both letters and return one signed letter to us.

EHLKE LONIGRO ARCHITECTS, LTD.



Sean J. Ehlke
President / Architect

ARCHITECTURAL AND STRUCTURAL DESIGN

Accepted by: Richard J Tavelis Date: 4/12/16

PLUMBING / MECHANICAL / ELECTRICAL ENGINEERING DESIGN

Accepted by: Richard J Tavelis Date: 4/12/16

Attachment: Reimbursable Expense Schedule dated March 22, 2016.

Lisle Township Assessor's Office PRP.doc

Ehlke Lonigro Architects, Ltd.
Reimbursable Expense Schedule

Blueprinting	
24 x 36	\$2.50 per sheet
30 x 42	\$2.70 per sheet
Plotting	
24 x 36	\$15.00 per sheet
30 x 42	\$20.00 per sheet
Travel	\$0.60 per mile