



February 1, 2017

Ms. Dawn Caldwell  
Assistant Village Manager  
Village of Romeoville  
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Romeoville, Illinois 60446

Wight & Company

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***VILLAGE OF ROMEOVILLE  
NEW ANIMAL CONTROL FACILITY  
PROFESSIONAL FEE PROPOSAL***

Dear Ms. Caldwell:

Wight & Company (Wight) is pleased to submit this proposal for Professional Design Services for a replacement animal control facility for the Village of Romeoville (Village). Our proposal is presented in the following sections:

- ***PROJECT UNDERSTANDING***
- ***SCOPE OF SERVICES***
- ***SCHEDULE***
- ***COMPENSATION***

**PROJECT UNDERSTANDING**

It is our understanding the Village would like to replace the existing animal control facility located at 99 Rock Road with a new facility to be located adjacent to Schwab Circle on Anderson Drive in Romeoville. The conceptual design for the facility was developed in a previous study phase and will serve as the basis for finalizing the design.

It is further understood that a preliminary construction budget of \$400,000 to \$440,000 has been identified and the project delivery method will be by competitive bidding and awarded to a single general contractor.

**SCOPE OF SERVICES**

**Basic Services** – Wight & Company will provide architectural and mechanical design services for the project as described below. It is understood that civil engineering design will be provided by others under a direct arrangement with the Village.

1. Design Development Phase - Wight will meet with Village staff to review the previously developed conceptual design and discuss any minor design adjustments for inclusion in the final design. We will revise the design drawings and create meeting notes to document the final design intent.
2. Construction Documents Phase – Upon completion of the Design Development Phase, Wight will prepare drawings and specifications for the project. The requirements for the work are set forth in detail and assembled into the construction documents.

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These documents will be used for competitive bidding and will become part of the Owner/Contractor agreement.

3. Bidding Phase Services - Wight will provide assistance during the bid period, attend the bid opening, review the bids and provide a recommendation for award.
4. Construction Administration Services - Wight will provide traditional architectural services during the construction administration phase including review of required submittals and periodic site observation visits.

**Additional Services** – Should the Village request additional services beyond those described above, Wight will prepare an additional services fee request for review and approval before commencing the additional services. Potential additional services that may be required may include other specialty consultants based on project-specific needs that have not yet been fully identified. Fees for other specialty consultants will be negotiated should the need for the consultant be identified.

The following is a sample list of other potential additional services that are often considered. The list is not intended to be all-inclusive or represent specific needs of the proposed project. Once the specific project scope is determined, Wight would meet with the Village to determine which of these will be required.

1. Detailed surveys or inventories of existing material or equipment
2. Special surveys, environmental studies and submissions required for governmental approvals
3. Interior design for furniture, furnishings and related equipment
4. Design services for specialty signage and/or specialty graphics, beyond that required for code compliance
5. Detailed construction cost estimating
6. Additional on-site representation during construction
7. Development of computer-based project record drawings from as-built drawings provided by contractors and Construction Managers.
8. Assistance with user training or operations and maintenance procedures
9. Telecommunications/data design

#### **SCHEDULE**

A schedule for completion of our services will be developed in consultation with the Village upon acceptance of this proposal. However, the following tentative schedule has been developed:

- |                          |               |
|--------------------------|---------------|
| • Design Development     | 3 to 4 weeks  |
| • Construction Documents | 6 to 8 weeks  |
| • Bidding                | 3 to 4 weeks  |
| • Construction Phase     | 6 to 7 months |

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**COMPENSATION**

Wight proposes to provide the **Basic Services** described above for a fixed fee of **Thirty-Three Thousand Two Hundred Fifty Dollars (\$33,250.00)**.

The proposed fees are exclusive of **Reimbursable Expenses**, which will be invoiced at cost. Typical reimbursable expenses include items such as reproductions, plotting, travel, delivery services, etc.

The basic services are to be performed by the Architect following the scope and intent of the American Institute of Architects Document B101, Standard Form of Agreement Between Owner and Architect, 2007 Edition that is incorporated to this agreement by reference. In the event of a conflict, the terms of this agreement, and not the terms of Document B101 shall control.

Thank you for the opportunity to work with the Village of Romeoville. If this proposal meets your approval, please sign one copy this proposal and return it to us as soon as possible. If you have any questions, please call.

Respectfully submitted,

WIGHT & COMPANY



Terence A. Moeller, AIA, LEED AP BD+C  
Vice President, Director of Architecture



Robert Ijams, PLA  
Director of Parks & Recreation

Accepted for:

**VILLAGE OF ROMEOVILLE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date