

# FGMA ARCHITECTS

August 3, 2022

Tom Wisniewski – Buyer

**Village of Buffalo Grove**

50 Raupp Blvd

Buffalo Grove, Illinois 60089

Sent via email: [TCWisniewski@vbg.org](mailto:TCWisniewski@vbg.org)

Re: Architectural Services for Fire Station No 25

FGMA# M4-3944.00

Fee Proposal – Revised October 11, 2022

Dear Mr. Wisniewski:

Thank you for selecting FGM Architects to work with the Village on their Fire Stations No 25 project. As discussed, we would like to split the project up into phases, with a phase 1 to help determine and develop the scope of the project, along with budgets, to present to the Village and Department and get support and approval for the project's parameters. We would then enter into phase 2 which would be the execution (design and construction ) of the chosen solution.

On the following pages, please find our understanding of our discussion we have had regarding the first phase of the project, and its components and the associated fee to complete the work.

Thank you again for having confidence in FGMA as a partner with the Village with this project. We are extremely excited to be working with the Village and the Fire Department. If you have any questions or need further information, feel free to contact me directly at 630.574.8714 or [jasone@fgmarchitects.com](mailto:jasone@fgmarchitects.com).

Sincerely,

**FGM Architects Inc.**



Jason Estes, AIA  
Principal



Andy Jasek, AIA  
Managing Director; Director of Fire Service

# FGMARCHITECTS

Proposal for

Fire Station No 25 – Phase 1 – Initial Project Scope

for:

**Village of Buffalo Grove – Architectural Services for Fire Stations No 25**

505 W. Dundee Road

Buffalo Grove, Illinois 60089

Submitted to:

Tom Wisniewski – Buyer

**Village of Buffalo Grove**

50 Raupp Blvd

Buffalo Grove, Illinois 60089

By:

**FGM ARCHITECTS INC.**

1211 West 22<sup>nd</sup> Street, Suite 700

Oak Brook, IL 60523

October 11, 2022

## 1.0 UNDERSTANDING OF PROJECT

The Village of Buffalo Grove and the Buffalo Grove Fire Department, hereinafter referred to as the Owner, is looking to address their Fire Stations No 25. While it is known that the Station will remain on the existing site, it is not clear if the project will involve additions and renovations or be a complete replacement of the existing facility.

To properly provide a fee for Architectural/ Engineering services on the project, the FGMA suggested to the Village to proceed with design services from FGM Architects completing a phase 1 study to determine the best approach to the project. This would involve developing the appropriate size of the Station, site layout, and rough floor plan, along with the associated costs for the Fire Station project.

FGM Architects will take into consideration current and future needs of the Department and Village, and anticipating a 50-75-year building. Phasing of the construction will also be taken into consideration, and properly represented in the diagrams and budget. Along with accommodating the building, storm detention requirements, parking, site access, emergency discharge, and buildability impacts will be evaluated by our Civil engineer to mitigate risk and allow for proper budgeting.

This Phase 1 process will allow the project to be presented to the Village and Department for comment and review. Once approved, Phase 2 will involve taking the selected design option into the next steps of design development, construction documentation, bidding, and construction. The fees for Phase 2 will be determined based on the findings in Phase 1, so those fees will need to be reviewed and approved as a subsequent amendment to the Owner-Architect contract at that time.

## 2.0 SCOPE OF ARCHITECT'S SERVICES

FGM Architects, Inc., hereinafter referred to as FGMA or Architect, shall provide the following professional services for the project:

### 2.1. Phase I - Preliminary Design Tasks:

Kick Off information gathering - brainstorming

#### 2.1.1 Kick-off Meeting

- .1 Develop project goals and review project requirements
- .2 Information gathering on Station 25
- .3 Brainstorming session on feasible options

2.1.2 Confirm/ adjust an architectural space program for Fire Station 25, that describes the types and sizes of spaces to be located within each facility.

2.1.3 Develop multiple site plans for Fire Station 25 that will illustrate the placement of the facility on the site, along with all surrounding improvements to be incorporated.

- .1 Investigate and account for storm water requirements, site balancing, site access, and other site conditions that would affect budget or feasibility of options.
- .2 Depending upon Option, complete preliminary geotechnical soil borings on each

- proposed site to thoroughly evaluate cost impacts on the projects. IF REQUIRED
- 2.1.4 Develop multiple rough floor plans that will illustrate the options for the Station.
  - 2.1.5 Develop a project budget for the completed work for each Option. Project budgets will include estimated costs for each of the following:
    - Square foot construction/renovation costs
      - o If applicable, costs will include options for varying improvements in energy efficiency, green initiatives, and building maintenance that are reasonable for this type of facility.
    - Architectural/ Engineering costs
    - Estimated soft costs (furniture, fixtures, equipment, permit fees, etc.)
    - Projected inflation costs
  - 2.1.6 Meet with Owner to review the deliverables of Phase 1 and receive comments.
  - 2.1.7 Incorporate Owner's comments and present final Phase 1 deliverables to Village and Department.
  - 2.1.8 Once Phase 1 is approved, Phase 2 will involve taking one of the Options for Station 25 into the next steps of design development, construction documentation, bidding, and construction. The fees for Phase 2 are subject to findings in Phase 1, so those fees will need to be reviewed and approved as a subsequent amendment to the Owner-Architect contract at that time.
- 2.2 Additional Required Information
- 2.2.1 The following items will be needed in order to complete this Programming & Conceptual Planning conducted by FGMA, but are to be provided by the Owner:
    - Provide any additional site information, including initial diagrams or plats of survey, etc. available.
- 2.3 Consultants
- FGMA intends to utilize our Civil Engineer in Phase 1 for the site evaluation. In addition, we will be coordinating geotechnical borings as part of Phase 1, if required.
- FGMA does not intend to retain the services of any additional consultants for the work described above.
- 2.4 Schedule
- FGMA expects this work to take approximately 2 to 3 months to complete Phase 1 study, subject to the availability of all parties to meet and the necessary time for the Owner to review and comment.
- 3.0 ARCHITECT'S COMPENSATION**
- The Village of Buffalo Grove shall compensate FGM Architects for Phase 1 of Fire Station 25 as follows:
- 3.1 Phase 1 Station 25:

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For all professional services as described in Paragraph 2 we propose a **Total Lump Sum Fee, of \$20,500.00**, and an additional \$7,500.00 allowance for geotechnical borings, if required.

- 3.2 For any Additional Services authorized by the Owner beyond the scope of this Proposal including but not limited to: additional reports and/or documentation, presentations or coordination with any outside agencies, FGMA shall be compensated on the basis of the hourly rates described in the attached Hourly Rate Schedule for the professional and technical employees engaged on the Project plus Reimbursable Expenses.
- 3.3 Payments shall be made by the Owner to FGMA upon receipt of FGMA's invoice. Payments shall be made in accordance with the Illinois Prompt Payment Act.
- 3.4 Non-payment of invoices shall constitute grounds for discontinuing service.
- 3.5 The terms of this Proposal are based upon services commencing within 60 days.

#### 4.0 FORM OF AGREEMENT

Should our proposal be acceptable, authorization spaces have been provided at the bottom of this proposal, once signed, creating an agreement between Owner and FGM Architects, Inc., and giving authorization to proceed on this project.

When the project moves forward into Phase 2, an agreeable Owner-Architect professional agreement will be developed for authorization for the full project scope.

We appreciate this opportunity to be of service to the Village of Buffalo Grove.

#### Agreed and Accepted

##### FGM Architects, Inc.

By:  \_\_\_\_\_

Title: Jason Estes, AIA - Principal

Date: 11OCT2022

##### Village of Buffalo Grove

By:  \_\_\_\_\_

Title: Beverly Sussman, Village President

Date: 10/19/2022

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## HOURLY RATE SCHEDULE Effective November 1, 2021\*

Where the fee arrangements are to be on an hourly basis, the rates shall be those that prevail at the time services are rendered. Current rates are as follows:

<b>FGM Architects</b>	
Principal (Board of Directors)	\$250.00
Arch IV	\$220.00
Arch III	\$175.00
Arch II	\$145.00
Arch I	\$105.00
Interior Designer IV	\$215.00
Interior Designer III	\$170.00
Interior Designer II	\$145.00
Interior Designer I	\$100.00
Project Administrator III	\$110.00
Project Administrator II	\$85.00
Project Administrator I	\$75.00

*\*Rates are subject to adjustment each November 1<sup>st</sup>.*