



Larson & Darby Group

January 3, 2023

Mrs. Brandy Williams
Engineer and Zoning Administrator
Town of Cortland
P.O. Box 519 | 59 S. Somonauk Rd
Cortland, IL 60112

ARCHITECTURE

ENGINEERING

INTERIORS

RE: Public Safety and Town Hall Relocation Study

Dear Mrs. Williams:

On behalf of the entire Larson & Darby Group (LDG) team, thank you for the opportunity to submit the following proposal for architectural and structural engineering design services for the proposed Public Safety and Town Hall Relocation Study for the Town of Cortland, Illinois. Based on the provided scope of work, information you provided in a previous walk-through, and in recent e-mail correspondence, we are pleased to submit the following proposal for your review and consideration.

PROJECT UNDERSTANDING

It is our understanding that the Town of Cortland, Illinois, would like to renovate the former Cortland Elementary School building on West Maple Avenue. Cortland would like to separate the original Cortland Elementary School building and administration addition from the other building additions and demolish the administration addition and original building. Cortland would then like to renovate the remaining structure to create a new Public Safety Building and Town Hall.

The Public Safety Building spaces would include, but are not limited to, an officer bullpen, commander office suite, conference room, breakroom, evidence storage, sally port, two holding cells, two interview rooms, a fitness center, hardened public vestibule, clerk office, file storage, and restrooms.

The Town Hall spaces would include but are not limited to a board room, reception space, staff offices, public and private restrooms, breakroom, storage, mechanical, and a new public entry.

Cortland has contracted for the removal of asbestos and other hazardous materials and has received the "all-clear" from that work.

PROFESSIONAL SERVICES

Schematic Design

LDG will measure and draw an existing building plan and will provide up to three schematic design floor plan options for review and refinement. LDG will provide a structural review of the proposed building separation and provide a report detailing the feasibility and method of separating the buildings at the proposed location. LDG will provide a Preliminary Rough Order of Magnitude Professional Opinion of Probable Project Costs.

These items will be provided to the Town of Cortland in a Public Safety and Town Hall Relocation Study.



COMPENSATION

Compensation for the services described above is proposed to be provided for a Not-to-exceed fee of **Seventeen Thousand, Five Hundred Dollars (\$17,500.00)**, unless otherwise agreed to in writing by the Town of Cortland. We have included expenses for postage, UPS, permit, final printing, travel, and duplication of our documents.

OWNER FURNISHED ITEMS

It is our understanding that the Town of Cortland will furnish our office with the following information:

- All AutoCAD files or existing drawings of the current facility.
- Access to the area of renovation for existing field survey work.

SCHEDULE

We are prepared to begin this work upon approval to proceed. We anticipate approximately 6-8 weeks to complete this initial portion of the project work from the date of approval.

EXCLUSIONS

Not included as part of this proposal is any work required for civil engineering, extensive interior design, zoning board meetings, boundary survey, topographical survey, soil borings, permit fees, quantity take-offs, 3D renderings, value engineering, record drawings or furnishings and equipment selection/specification.

In addition, changes in scope or value engineering will be evaluated at the time of their request and will be invoiced in addition to the fee outlined above. The additional compensation for these items will either be negotiated or on a time-card basis.

If you have any questions or would like additional information, I can be reached at 815.484.0739, ext. 185 or via e-mail at ahulstedt@larsondarby.com.

Thank you for the opportunity to submit this proposal and we look forward to being of service to the Town of Cortland.

Sincerely,

Alan J. Hulstedt, AIA, LEED AP
Project Manager/Architect

/mbp