

19 July 2022



Mr. John Schafer
Director of Public Works
Village of Homewood
17755 Ashland Avenue
Homewood, IL 60430

Re: Village of Homewood
Feasibility Study and Space Needs Assessment for Police Services and Public Facility Relocation
WA Project BD No. 2022-340

Dear John:

Thank you for selecting Williams Architects to provide professional architectural services consisting of a feasibility study and space needs assessment as well as full Basic Design and Construction services for the Police Department.

Please find enclosed a summary of the business terms associated with the proposed scope of work, services, schedule, fee and Agreement understanding highlights to provide Professional Services to the Village of Homewood. Please refer to the pages that follow for additional details.

PROJECT BACKGROUND & UNDERSTANDING OF PROJECT SCOPE

The proposed services within this proposal will provide the Village of Homewood with the proper information to make informed decisions on the Police Services and Public Facility Relocation project.

We understand that, as part of this project, we will explore a variety of options for the highest and best use of the recently purchased building at 1221 175th Street. The purpose of this study is to conduct a space needs analysis for the Police Department, to determine if relocating the department to the existing site on 175th Street is feasible, and then to provide final design and construction services for the resulting project. It is recognized that if the Police Department relocates their operations to this new site, additional space will be required for the Sally Port, Detention Area and a new Shooting Range.

Specific issues that will be addressed as part of this project will include:

1. Can the current police department fit into the 1221 175th Street building?
2. Will ECOM fit onto the second floor of the building?
3. Is there space for an addition for a sally port, detention area and a vehicle storage garage?
4. Will the gun range be a separate structure on site or within the proposed building addition(s)?
5. What structural improvements are required to renovate an office building into a state of the art police station to serve the Village for the next 50+ years?
6. Is there enough area for parking and site circulation?
7. What is the cost of the proposed renovations and additions?
8. What will the old police station be used for if the police department is relocated to 175th Street?
9. If the police and ECOM will not fit into the existing building, or the cost to renovate is prohibitive, what is the cost to tear down the building and build an all new facility?

Other ideas that have been discussed, such as the possible Performing Arts Center, will not be studied at this time. If during this study it is determined that additional ideas should be looked at, we will address those ideas at the proper time.

This proposal is for the Phase 1 portion of the project, Pre-Design, as the result of the Phase 1 project will determine the scope, budget, timeline and project delivery method for the Phase 2 Design and Construction Services portion of the project. At the completion of the Phase 1 project, and with direction from the Village to move forward with Phase 2 services, we will prepare a separate proposal for the design and construction services.

PROJECT TEAM MEMBERS

The following members represent the Williams Architects critical Management Team. However, the services of many other talented professional and technical staff beyond those noted herein will also be utilized:

- Mark Bushhouse / Principal-in-Charge (Williams Architects / WA)
- Andy Dogan / Senior Principal (Williams Architects / WA)
- Marc Rohde / Senior Project Manager (Williams Architects / WA)

With the above in mind, our proposed Phase 1 project scope and services are as follows:

PHASE 1 – PRE-DESIGN SERVICES

Step I. Project Kick-Off / Data Collection

- A. Review planning process with Village staff prior to beginning work:
 - 1. Who will be involved, and what are their roles?
 - 2. Who are the point persons for the Village and Williams?
 - 3. What goals does the Village have for this project?
 - 4. Overall schedule and Village Board meetings to target?
 - 5. What information is available and has yet to be conveyed?
 - 6. Other relevant information, recent events or expectations that will guide and/or influence this study.
- B. Receive and review existing facility floor and site plans of the current 1221 175th Street Building and site, as well as the existing Police Station and site.
- C. Draft existing 175th Street Building and Police Station in AutoCAD.
- D. Field visit existing 175th Street Building and Police Station to verify existing conditions.
- E. Final revisions to existing 175th Street Building and Police Station AutoCAD drawings.
- F. Analyze staff provided information regarding current and future estimated growth of staff and functional changes of the Police Department and ECOM.
- G. Create a Meeting Matrix to lay out the expected meetings for the study and a Project Directory of the involved organizations and persons.
- H. Kick-Off Meeting with key stakeholders. (Meeting #1).
- I. Meeting minutes.
- J. General project management.

Step II. Staffing, Vehicle and Equipment Projections

- A. Host a meeting to include the following tasks (Meeting #2):

- a. Review with staff the past and current staffing levels for Police Department and ECOM personnel. Compare and contrast the changing staffing levels with services provided by the Village, trends in how services are provided, the economy, community needs, and expectations.
 - b. Review staff provided organizational charts based upon current authorized staffing levels, estimated staffing in 10 – 15 years, and one for 25 year / ultimate build-out.
 - c. Williams Architects to guide the Village in terms of trends in municipal staffing, and the expected growth and change for the Village of Homewood. A spreadsheet that shows the Village's current and estimated future staffing will be created.
- B. Based on discussion at Meeting #2, develop a proposed vehicle spreadsheet showing current and proposed Police and ECOM vehicles for inclusion in an enclosed heated vehicle storage garage.
- C. Based on discussion at Meeting #2, develop a proposed current and future staffing spreadsheet for the Police Department and ECOM.
- D. Submit both spreadsheets to the Village for approval.
- E. Meeting minutes.

Step III. Space Programming

- A. Staff Input Meetings with Police, ECOM and Village staff to gather their input regarding the space needs for all the people, functions, storage needs, public uses, vehicles, and equipment necessary at the new Police Station (Meeting #3).
- B. Meeting minutes.
- C. Develop a Draft Site and Building Space Program that lists potential spaces that could be needed which leads to the overall needed size of the building as well as site requirements. The room sizes will be given at a range of sizes for this first Draft Site and Building Space Program. Plan for the required staff, patrol, and visitor vehicle parking requirements.
- D. Meet with Police, ECOM and Village staff to review the Draft Site and Building Space Program. Revisions as needed to the proposed program will be discussed at the meeting (Meeting #4).
- E. Meeting minutes.
- F. Develop a Revised Site and Building Space Program, based on feedback of the first draft.
- G. Meet with Police, ECOM and Village staff to review the Revised Site and Building Space Program and discuss any final revisions needed (Videoconference Meeting #5).
- H. Meeting minutes.
- I. Develop Final Site and Building Space Program.
- J. Final meeting with Police, ECOM and Village staff to present the Final Space Needs Program (Meeting #6). Submission of final document to Police, ECOM and Village to receive approval.

Step IV. Existing Conditions Analysis

- A. Perform a general architectural / ADA overview of the condition of the 175th Street building in terms of exterior envelope, interior finishes, parking and drive areas, etc. This will serve as a starting point to determine what kind of costs are required to update the building to a Police Station.
- B. Perform a general architectural / ADA overview of the condition of the existing Police Station in terms of exterior envelope, interior finishes, parking and drive areas, etc. This will serve as a starting point to determine what kind of costs are required to renovate the existing building assuming that the police department relocates to 175th Street.
- C. Structural inspection of the 175th Street building and review of existing drawings to determine the capacity to become a Police Station, both from a structural system capability as well as including a tornado shelter.
- D. Structural inspection of the existing Police Station and review of existing drawings to determine the capacity to have a second floor added onto the building, in the event that the 17th Street building does not become the new Police Station.

- E. Civil engineering analysis of both sites, the existing Police Station as well as the 175th Street building, in terms of parking, stormwater detention, site access and circulation and condition of existing hardscape.
- F. Creation of written report outlining each of the two buildings' condition, our findings and recommendations.
- G. Review findings and recommendations with the Police Department, ECOM and Village (Meeting #7).
- H. Meeting minutes.

Step V. Concept Design

- A. Design three (3) Site/Building Conceptual Layout options for the following:
 - 1. Additions and remodeling to the 175th Street building and site.
 - 2. Construction of an all-new facility on the 175th Street site.
 - 3. Construction of an expanded facility (second floor) on the existing Police Station (if structurally feasible).
- B. Cost estimates for three (3) options (working with Harbour Construction).
- C. Meeting with staff to review each option and discuss needed refinements (Meeting #8).
- D. Meeting minutes.
- E. Refinement to each option into Final Concept Design options based on staff feedback.
- F. Refinements for cost estimates for three (3) options (working with Harbour Construction).
- G. Meeting with staff to review three (3) Final Concept Design options (Meeting #9).
- H. Meeting minutes.
- I. Creation of Final Concept Design documents and submission to the Village.

Step VI. Public Review and Village Board Presentations

- A. Preparation of PowerPoint for Public Open House.
- B. One (1) Public Open House Meeting to inform, educate and receive feedback from stakeholders and citizens based on the three (3) options developed during Conceptual Design (Meeting #10).
- C. Presentation of three (3) options to the Village Board (Meeting #11). Village Board to consider all information in order to determine the Preferred Option, basic scope, budget, and timetable for the project.

Step VII. Final Documentation

- A. Creation of Draft Executive Summary documenting all work completed for Phase 1.
- B. Submission of Draft Executive Summary to the staff.
- C. Refinements based on staff feedback.
- D. Creation of Final Feasibility Study and Space Needs Assessment and submission to the Village.

Deliverables

- A. Executive Summary.
- B. Summary chart of present and estimated future staffing and vehicles.
- C. Space Program.
- D. Existing conditions report for existing Police Station and 175th Street building.
- E. Final Concept Design site and floor plan drawings of each option.
- F. Concept Design cost estimates.
- G. Final Concept Design site and floor plan diagrams the Preferred Option.
- H. Pre-Design Submittal.
- I. All documents shall be provided in digital format and hard copy as needed.

Excluded Items

- A. Drawings and layouts beyond Conceptual Design.
- B. Detailed review of existing facility conditions or code issues.

- C. Detailed or unit take-off estimate.
- D. Meetings beyond those listed.
- E. Surveys, wetlands review, soil borings, environmental investigations.
- F. Phase 2 Design and Construction Administration professional services.

Phase 2 – Basic Architectural & Engineering (A & E) Services

Upon completion of the Phase 1 Pre-Design Services, and when the Village of Homewood determines it is feasible to move forward with the Police Station and ECOM project, Williams Architects is prepared to proceed with Basic Architectural & Engineering Services to include Schematic Design, Design Development, Construction Documents, Permitting, Bidding / Negotiations and Construction Administration of the Project. These Basic Services for the implementation of the Project shall be based upon the mutually agreed upon scope, budget, fee, project delivery method and associated business terms. There is a potential that the project delivery method will utilize the Designer Led Design-Build method to allow the Village to have one contract with the design and construction team.

PROPOSED PROJECT SCHEDULE

Village Board Approval	1 Day
Notice to Proceed	1 Day
Feasibility Study	3 Months

TOTAL PROFESSIONAL PROJECT SERVICE FEES – PHASE 1

We propose to provide the above services for the following fees, with a detailed breakdown shown on the attached Exhibit "A" – Hours and Fee Schedule:

Step I. PROJECT KICK-OFF / DATA COLLECTION	
We propose a lump sum fee of	\$13,746.00
Step II. STAFFING, VEHICLE AND EQUIPMENT PROJECTIONS	
We propose a lump sum fee of	\$3,604.00
Step III. SPACE PROGRAMMING	
We propose a lump sum fee of	\$12,296.00
Step IV. EXISTING CONDITIONS ANALYSIS	
We propose a lump sum fee of	\$6,802.00
Step V. CONCEPT DESIGN	
We propose a lump sum fee of	\$14,329.00
Step VI. PUBLIC REVIEW AND VILLAGE BOARD PRESENTATIONS	
We propose a lump sum fee of	\$4,548.00
Step VII. FINAL DOCUMENTATION	
	\$5,730.00
Step VIII. CONSULTANTING ENGINEERS	
We propose a lump sum fee of	\$32,048.00
TOTAL PHASE 1 FEE:	\$93,103.00

REIMBURSABLE EXPENSES

In addition to our professional services, we shall also invoice the client for our Project related Reimbursable Expenses at a 1.15 multiplier. Project related Reimbursable Expenses include such items as vehicle mileage, tolls, in-house printing, copies, photography, renderings, postage / messenger / overnight courier, direct miscellaneous Project supplies, etc. All documentation shall be provided to the Village of Homewood in digital format.

CONTINGENT OPTIONAL ADDITIONAL SERVICES

Professional services excluded from, or that are noted within this LOPA can be provided on an hourly, or mutually agreed upon fixed fee basis by the Owner and Architect in accordance with the rate table herein. Upon the Owner's request and approval of the same, with scope and fees established and as mutually agreed upon between the Owner and the Architect, we will document the Owner's desired Contingent Optional Additional Services.

Our Phase 1 Services will be provided based on the rate table below. Any Additional Services authorized by the Owner and approved in writing will be provided on an hourly basis from the rate table below. These rates shall be revised at the beginning of June each year. The following rates shall hold thru 31 May 2023.

Rate Table

Principal II	\$ 250.00/Hour
Principal I	\$ 231.00/Hour
Associate Principal	\$ 212.00/Hour
Senior Associate/Senior Project Mgr	\$ 212.00/Hour
Associate / Project Manager	\$ 193.00/Hour
Architect III	\$ 171.00/Hour
Architect II	\$ 158.00/Hour
Architect I	\$ 142.00/Hour
Senior Project Coordinator II	\$ 171.00/Hour
Senior Project Coordinator I	\$ 158.00/Hour
Project Coordinator IV	\$ 129.00/Hour
Project Coordinator III	\$ 118.00/Hour
Project Coordinator II	\$ 100.00/Hour
Project Coordinator I	\$ 86.00/Hour
Project Technician II	\$ 67.00/Hour
Project Technician I	\$ 51.00/Hour
Aquatic Engineer II	\$ 204.00/Hour
Aquatic Engineer I	\$ 155.00/Hour
Director of Marketing	\$ 190.00/Hour
Marketing Coordinator	\$ 138.00/Hour
Accounting	\$ 183.00/Hour
Secretarial	\$ 129.00/Hour
Clerical	\$ 91.00/Hour
Director of Interior Design	\$ 173.00/Hour
Interior Designer V	\$ 135.00/Hour
Interior Designer IV	\$ 113.00/Hour
Interior Designer III	\$ 88.00/Hour
Interior Designer II	\$ 75.00/Hour
Interior Designer I	\$ 51.00/Hour

PROPOSAL QUALIFICATIONS

This proposal is based on the following assumptions and qualifications:

1. The Village shall provide all existing drawings for our use in developing the documents.
2. Our on-site meeting time is limited, and some meetings and/or attendees shall participate via the web. Meetings and field time beyond the defined limits will be charged hourly.

CONCLUSION

If you agree with the terms of this Letter of Proposed Agreement, please sign and date below and return one copy to our office. This authorizes Williams Architects to begin work on Phase 1 of the project immediately, with the understanding that the contract for Phase 2 will be determined once the project delivery method is established.

Thank you again for this wonderful opportunity to be of service to the Village of Homewood. If you have any questions or comments, please call or email.

Cordially,



Mark S. Bushhouse, AIA, LEED AP
President / Managing Principal

xc: Sonia L. Sporleder / Williams Architects
Andy Dogan / Williams Architects
Marc Rohde / Williams Architects

The Village of Homewood hereby accepts the Scope of Services, Fees, and Terms listed above and authorizes Williams Architects to begin their services immediately:

ACCEPTED BY:

Authorized Representative - Village of Homewood

Date

Authorized Representative - Printed Name and Title

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Staff Title	Principal		Sr. Proj. Mgr.		Architect		Project Coord.		Interior Design		Accounting		Secretarial		Hours	Total Fee
Hourly Rate	\$236.00		\$202.00		\$163.00		\$95.00		\$165.00		\$174.00		\$123.00			
PHASE 1 SERVICES																
	Hrs.	Fee	Hrs.	Fee	Hrs.	Fee	Hrs.	Fee	Hrs.	Fee	Hrs.	Fee	Hrs.	Fee	Hours	Direct Labor
I. PROJECT KICK-OFF / DATA COLLECTION																
A. Review planning process with Village prior to beginning work	2	\$472.00	2	\$404.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	4	\$876.00
B. Receive and review existing 175th Street and Police Station drawings		\$0.00	1	\$202.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	1	\$202.00
C. Draft existing 175th Street Building and Police Station in AutoCAD		\$0.00	4	\$808.00		\$0.00	24	\$2,280.00		\$0.00		\$0.00		\$0.00	28	\$3,088.00
D. Field visit existing 175th Street Building and Police Station to verify existing conditions		\$0.00	4	\$808.00		\$0.00	8	\$760.00		\$0.00		\$0.00		\$0.00	12	\$1,568.00
E. Final revisions to existing 175th Street Building and Police Station AutoCAD drawings		\$0.00		\$0.00		\$0.00	6	\$570.00		\$0.00		\$0.00		\$0.00	6	\$570.00
F. Analyze Police Department and ECOM staff and functional changes	2	\$472.00	2	\$404.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	4	\$876.00
G. Create Project Meeting Matrix and Directory	1	\$236.00	4	\$808.00		\$0.00		\$0.00		\$0.00		\$0.00	4	\$492.00	9	\$1,536.00
H. Kick-Off Meeting (Meeting #1)	4	\$944.00	4	\$808.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	8	\$1,752.00
I. Meeting minutes		\$0.00	3	\$606.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	3	\$606.00
J. General project management	2	\$472.00	4	\$808.00		\$0.00		\$0.00		\$0.00	8	\$1,392.00		\$0.00	14	\$2,672.00
Step I. Fee															89	\$13,746.00
II. STAFFING, VEHICLE AND EQUIPMENT PROJECTIONS																
A. Staffing, Vehicle and Equipment Projections Meeting (Meeting #2)	5	\$1,180.00	5	\$1,010.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	10	\$2,190.00
B. Develop proposed vehicle spreadsheet		\$0.00	2	\$404.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	2	\$404.00
C. Develop proposed staffing spreadsheet		\$0.00	1	\$202.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	1	\$202.00
D. Submit both spreadsheets to the Village for approval		\$0.00	1	\$202.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	1	\$202.00
E. Meeting minutes		\$0.00	3	\$606.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	3	\$606.00
Step II. Fee															17	\$3,604.00
III. SPACE PROGRAMMING																
A. Staff Input Meetings (Meeting #3)	6	\$1,416.00	6	\$1,212.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	12	\$2,628.00
B. Meeting minutes		\$0.00	4	\$808.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	4	\$808.00
C. Develop Draft Site and Building Program	6	\$1,416.00	6	\$1,212.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	12	\$2,628.00
D. Draft Site and Building Program review meeting with staff (Meeting #4)	4	\$944.00	4	\$808.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	8	\$1,752.00
E. Meeting minutes		\$0.00	2	\$404.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	2	\$404.00
F. Develop Revised Site and Building Program	2	\$472.00	4	\$808.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	6	\$1,280.00
G. Revised Site and Building Program review meeting with staff (Videoconference)	2	\$472.00	2	\$404.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	4	\$876.00
H. Meeting minutes		\$0.00	2	\$404.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	2	\$404.00
I. Develop Final Site and Building Program	1	\$236.00	2	\$404.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	3	\$640.00
J. Final Site and Building Program review meeting with staff (Meeting #6)	2	\$472.00	2	\$404.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	4	\$876.00
Step III. Fee															57	\$12,296.00
IV. EXISTING CONDITIONS ANALYSIS																
A. General Architectural / ADA assessment of 175th Street Building		\$0.00	5	\$1,010.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	5	\$1,010.00
B. General Architectural / ADA assessment of existing Police Station		\$0.00	5	\$1,010.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	5	\$1,010.00
C. Structural inspection of 175th Street Building (consultant fees below)		\$0.00	1	\$202.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	1	\$202.00
D. Structural inspection of existing Police Station (consultant fees below)		\$0.00	1	\$202.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	1	\$202.00
E. Civil engineering analysis of both sites (consultant fees below)		\$0.00	1	\$202.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	1	\$202.00
F. Written architectural report for both buildings' existing conditions		\$0.00	10	\$2,020.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	10	\$2,020.00
G. Review findings and recommendations with the Village (Meeting #7)	4	\$944.00	4	\$808.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	8	\$1,752.00
H. Meeting minutes		\$0.00	2	\$404.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	2	\$404.00
Step IV. Fee															33	\$6,802.00
V. CONCEPT DESIGN																
A. Design Site / Building Conceptual Layout options (3 total)	6	\$1,416.00	24	\$4,848.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	30	\$6,264.00
B. Cost estimates for 3 options (working with Harbour Construction)		\$0.00	3	\$606.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	3	\$606.00
C. Present three (3) Conceptual Design options to staff for input (Meeting #8)	4	\$944.00	4	\$808.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	8	\$1,752.00
D. Meeting minutes		\$0.00	3	\$606.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	3	\$606.00
E. Refinements to each option to Final Concept Design options (3 total)	1	\$236.00	9	\$1,818.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	10	\$2,054.00
F. Cost estimates for 3 options (working with Harbour Construction)		\$0.00	3	\$606.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	3	\$606.00
G. Final Conceptual Design presentation to staff (Meeting #9)	4	\$944.00	4	\$808.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	8	\$1,752.00
H. Meeting minutes		\$0.00	2	\$404.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	2	\$404.00
I. Creation of Final Concept Design documents		\$0.00		\$0.00		\$0.00	3	\$285.00		\$0.00		\$0.00		\$0.00	3	\$285.00
Step V. Fee															70	\$14,329.00
VI. PUBLIC REVIEW AND VILLAGE BOARD PRESENTATIONS																
PowerPoint presentation for Public Open House meeting		\$0.00	3	\$606.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	3	\$606.00
Presentation at Public Open House (Meeting #10)	5	\$1,180.00	5	\$1,010.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	10	\$2,190.00
Presentation at Village Board Meeting (Meeting #11)	4	\$944.00	4	\$808.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	8	\$1,752.00
Step VI. Fee															21	\$4,548.00

Village of Homewood

Feasibility Study and Space Needs Analysis for Police Services and Public Facility Relocation

Exhibit "A" - Hours and Fee Schedule



Staff Title		Principal		Sr. Proj. Mgr.		Architect		Project Coord.		Interior Design		Accounting		Secretarial		Hours	Total Fee
Hourly Rate		\$236.00		\$202.00		\$163.00		\$95.00		\$165.00		\$174.00		\$123.00			
VII. FINAL DOCUMENTATION																	
Creation of Draft Executive Summary		2	\$472.00	8	\$1,616.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	10	\$2,088.00
Submission of Draft Executive Summary to staff			\$0.00	1	\$202.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	1	\$202.00
Refinements based on staff feedback		1	\$236.00	2	\$404.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	3	\$640.00
Village		2	\$472.00	4	\$808.00		\$0.00	16	\$1,520.00		\$0.00		\$0.00		\$0.00	22	\$2,800.00
Step VII. Fee																36	\$5,730.00
Phase 1 Williams Architects Labor		72	\$16,992.00	182	\$36,764.00	0	\$0.00	57	\$5,415.00	0	\$0.00	8	\$1,392.00	4	\$492.00	323	\$61,055.00

VIII. CONSULTING ENGINEERS																
Harbour Contractors - Preconstruction Services			112	\$179.00		\$20,048.00		\$0.00		\$0.00		\$20,048.00				
IMEG - Structural Assessment			35	\$200.00		\$7,000.00		\$0.00		\$0.00		\$7,000.00				
V3 - Civil Existing Facility Assessment			25	\$200.00		\$5,000.00		\$0.00		\$0.00		\$5,000.00				
Subconsultant Fees																\$32,048.00

PHASE 1 SERVICES FEE			
DL	Direct Labor Subtotal (Williams Architects)	323	\$61,055.00
SF	Subconsultant Fees		\$32,048.00
TOTAL BASIC SERVICES FEE			\$93,103.00