

**Place Foundry LLC**  
728 North Prospect Street  
Suite 101  
Rockford, IL 61107

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May 2, 2024

**PROPOSAL FOR SERVICES**

**Community Space/Parking Lot**  
**5466 Bridge St.**  
**Roscoe, IL 61073**

Prepared for:

**Village of Roscoe**  
**c/o Josef R. Kurlinkus**  
**10631 Main Street, P.O. Box 283**  
**Roscoe, IL 61073**

Prepared by:

**Place Foundry Design, PLLC.**  
Joseph W. Anderson, Architect - NCARB, AIA | Managing Principal

Mr. Kurlinkus,

Thank you for the opportunity to continue with bringing this exciting community project to reality. We propose the following scope of services and fee structure. We certainly look forward to working with you on this project.

**PROJECT SUMMARY:**

Provide Architectural Design and Engineering Services for an outdoor community space at 5466 Bridge Street. The space will provide parking and event amenities, along with pre-engineered covered/shade structures, power, and lighting.

**WHAT THIS PROPOSAL INCLUDES**

**Professional Services**

- Civil Engineering
- Architectural Site and Shade Structure Design
  - *Develop previously approved Place Foundry concept*
- Structural Engineering
- Landscape Architecture/Design
- Electrical Engineering

## **SUMMARY OF PROFESSIONAL SERVICES**

### **Civil Engineering**

Site Survey – Boundary, Utility and Topography  
Site Engineering – Access, Parking & Rainwater Management

### **Architectural Design**

Design Development – Site & Shade Structures  
Site Furniture & Equipment Selection  
Construction Documents

### **Structural Engineering**

Foundations and Misc. Coordination

### **Landscape Architecture/Design –**

Lawn, plant selections, & hardscapes

### **Electrical Engineering**

Site Lighting & Power

## **COMPENSATION**

Place Foundry Design, PLLC, and the sub-consultant team (Civil Engineering, Structural, Landscape, and Electrical) will provide the services above in entirety for the sum of **\$24,900.00**.

Please see the attached contract for additional information, terms, and exclusions.

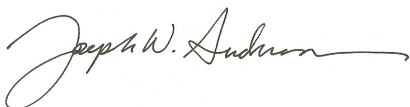
## **NEXT STEPS**

Upon acceptance of this proposal, Place Foundry Design LLC will generate a contract including the scope of work in the proposal and mutually agreed upon terms with any corrections or changes made in writing before legal review and signing.

## **FINAL REMARKS**

Place Foundry Design looks forward to facilitating the design and permit process for the renovation of your building. We are grateful for the opportunity.

Sincerely,



Joseph W. Anderson, Architect - NCARB, AIA  
Partner + Founder | Place Foundry Design, LLC

## **CONTRACT**

Joseph W. Anderson (Place Foundry Design, PLLC) and Village of Roscoe voluntarily enter this non-refundable agreement as a positive, rewarding partnership that focuses on Architectural and Engineering services for your property asset holdings per the proposal above.

## **MEETINGS AND CONTACT**

We will utilize face-to-face and virtual meeting platforms (ZOOM) at agreed-upon dates and times. We agree that each session will have an agenda with stated outcomes, fundamental equations to address, and next steps. We may contact each other via phone or email as needed between sessions.

## **OWNER/CONTRACTOR RESPONSIBILITIES**

The following items are included in our scope of work as reimbursable to be billed to Client (Client) unless otherwise paid directly by Client:

- Architectural Plan Review and Application Fees.
- Printed drawings at the conclusion of each phase will be reimbursable.
  - The Architect will provide digital drawings (PDFs) and paper process drawings as part of the standard services at no charge.
- Travel/Site Visits

## **EXCLUSIONS**

The following items are not included in the scope of services and pricing:

- Soil Borings (used to determine Soil Bearing Capacity)
- Interior Design – Material and Finish Selections/Coordination (samples and material boards)
- Bidding & Negotiation
- Construction Administration

## **CONTRACT ADMINISTRATION**

Under this service agreement, Place Foundry shall not have control over, oversee or be responsible for construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the work since these are solely the Contractor's responsibility under the Contract for Construction. Place Foundry Design, LLC shall not be responsible for the Contractor's schedules or failure to carry out the work by the Contract Documents. The Architect shall not have any control over acts or omissions of the Contractor, Subcontractor, their agents or employees, or any other persons performing portions of the work.

## **CONTRACT CONT'D**

### **COMPENSATION**

1. Place Foundry Design, LLC requires a 25% retainer of the total proposed fee to initiate all work. Retainer Amount is deducted from total fee.
2. Compensation for Additional Services requested by the Owner shall be based on an hourly rate of \$135.00/HR
3. Invoices will be sent monthly, at the end of each completed phase, and at delivery of final completion.
4. All invoice payments are due within 30 days. Unpaid invoices after 30 days will incur a 1.5% increase per month, beginning and retroactive after 30 days. Unpaid invoices after 60 days shall constitute a material default of this Agreement, for which Place Foundry Design, LLC has the right to cease the performance of all its work and recover termination costs and damages. Legal fees and employee time at their billable rates will be spent in assistance with fee collection.
5. Collection efforts are in addition to the contractual amount due. Lien rights may also be executed.

### **CONTRACTUAL TERMS**

The Owner may terminate this Agreement at any Phase upon at least seven (7) days written notice to the Architect. In the event of termination, the Architect shall be compensated for all services performed to the termination date, together with reimbursable expenses incurred to date.

THE CONTRACT/AGREEMENT IS NON-TRANSFERABLE AND NON-REFUNDABLE.

### **ACCEPTED AND AGREED TO:**

I/we, the undersigned, authorize Place Foundry Design to provide services as outlined above and agree that I/we are familiar with and accept the terms above. Payment in full will be due at the conclusion of services. Payment options are provided through Quickbooks Online or a check can be mailed to 728 N. Prospect Street, Suite 101, Rockford, IL 61107.

**CLIENT:**

**CONSULTANT:**

**Signature**

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**Signature**

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**Name**

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**Name**

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**Title**

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**Title**

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**Date Accepted**

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**Date Proposed:**

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## **SUMMARY OF DESIGN PHASES**

### **Programming/Pre-Design - PD**

The owner and architect discuss the requirements for the project (how many rooms, the function of the spaces, etc.), testing the fit between the owner's needs, wants and budget. Preliminary layouts may accompany programming.

### **Schematic Design - SD**

The architect prepares a series of rough sketches, known as schematic design, which show the general arrangement of rooms and of the site. Some architects also prepare models to help visualize the project. The owner approves these sketches before proceeding to the next phase.

### **Design Development - DD**

The architect prepares more detailed drawings to illustrate other aspects of the proposed design. Plans show all the rooms in correct size and shape and outline specifications are prepared listing the major materials and room finishes.

### **Construction Documents – CD's**

Once the owner has approved the design, the architect prepares detailed drawings and specifications, which the contractor will use to establish actual construction cost, to permit and build the project. The drawings and specifications become part of the construction contract.

### **Bidding & Negotiation - BN**

The owner selects and hires the contractor. The architect may be willing to make some recommendations. In many cases, owners choose from among several contractors they've asked to submit bids on the job. The architect can help you prepare bidding documents as well as invitations to bid and instructions to bidders.

### **Construction Administration - CA**

While the contractor will physically build the project, the architect can assist the owner in making sure that the project is built according to the plans and specifications. The architect can make site visits to observe construction, review and approve the contractor's application for payments, answer & create RFI's & RFP's, Review submittals and generally keep the owner informed of the project's progress and/or changes. Coordinate final project walk through, punch lists and review project closeout documents. The contractor is solely responsible for construction methods, techniques, schedules and procedures.