

October 27, 2023

Ms. Beth Lang
Facilities and General Services Manager
City of Naperville
180 Fort Hill Drive
Naperville, IL 60540

Re: Police Department Renovations
Kluber, Inc. Proposal No. 231027.01

Dear Ms. Lang:

Thank you for the opportunity to present this Proposal for Professional Services for the above-referenced Project. It is our understanding that the City of Naperville wishes to renovate the Social Services and Investigations departments within the Police Department.

OVERVIEW OF PROJECT SCOPE

The Project consists of updating the seating, furniture, carpeting, lights, paint, and other interior finishes of the Social Services department and the Investigations department. The conference room/Major Case Room will also be renovated as part of this project. It is our understanding that the renovation will be completed in two phases:

Phase 1: Social Services Department

Phase 2: Investigations Department & Major Case Room

INITIAL INFORMATION

- The Owner's budget for the Cost of the Work is approximately \$400,000.00. The Cost of the Work is the total cost to construct all elements of the Project designed or specified by Kluber, Inc.; it does not include A/E fees, land acquisition costs, permit fees, utility service connection or activation fees, financing costs, contingencies for changes in the Work, or other soft costs that are the responsibility of the Owner.
- The anticipated Project schedule is to be determined as mutually agreed.
- The intended Project delivery method is a single contract for General Construction; single bid package.
- The Owner's representative for the Project will be Marc Noll and Beth Lang.
- Kluber, Inc.'s representative for the Project will be Chris Hansen or Clayton Haldeman.

The foregoing is based on our meeting and walkthrough on October 12th, 2023.

SERVICES

Kluber, Inc. proposes to provide usual and customary architectural and engineering Services for the Project as set forth in the standardized City of Naperville CONTRACT RFQ 18-027 Architectural and Engineering Services (A&E) executed on December 12, 2018 (Munis Contract 916), extended through December 3rd, 2024, and in accordance with the general understandings applicable to our relationship with you, with limitations as follows:

Schematic Design/Design Development Phase:

- Site review to document and measure existing conditions.
- Kick-off meeting with Owner to discuss Project in detail.
- Perform code review as required for work related to Project scope of work.
- Update preliminary design option for Owner Review.
- Prepare an estimate of Cost of the Work.
- Review meeting with Owner.

Construction Document Phase:

- Develop technical specifications.
- Develop technical drawings.
- Review final documents with Owner prior to bidding.
- Prepare documents for permit submission by the Contractor and respond to permit comments from the Authority Having Jurisdiction.

ADDITIONAL SERVICES

Additional Services are not included in the Services described above, but may be required for the Project or specifically requested by City of Naperville.

Bidding Phase:

- Assist Owner in contacting potential bidders for Project.
- Prepare agenda and attend pre-bid meeting.
- Respond to contractor questions during bidding.
- Issue addenda (if required).
- Attend bid opening.
- Perform contractor bid review evaluations.
- Prepare and issue contractor bid results letter.

Construction Administration Phase:

- Prepare agenda and attend pre-construction meeting.
- Respond to Contractor questions.
- Review progress pay requests if requested.
- Perform site visits for progress meetings, address contractor questions and to observe the work is proceeding in general conformance with the contract documents.
- Perform up to two (2) reviews of each construction submittal.
- Perform one (1) site visit to confirm Substantial Completion and identify punch list items.
- Perform one (1) site visit to verify completion of punch list items and confirm Final Completion of the Work.

COMPENSATION

Kluber, Inc. proposes to provide the Services described above for a lump sum fee structure noted below. Kluber, Inc. reserves the right to make adjustments to this fee if the scope of the Project exceeds \$425,000.00.

Kluber, Inc. proposes to provide the Additional Services described above for the fees scheduled below.

Compensation for Services and Additional Services does not include the services of other independent professionals, associates, or other consultants. If they are required, our fee will be increased by the direct costs of those services multiplied by a factor of 1.00 for overhead, coordination and management of the delivery of those services.

Our billing for Services will be based on progress of the work performed and is outlined as follows:



<u>Services:</u>	
Schematic Design/Design Development Phase	\$11,340.00
Construction Documents Phase	<u>\$21,060.00</u>
Total Basic Services Fee:.....	\$32,400.00

<u>Additional Services:</u>	
As requested	At Hourly Rates listed below
Bidding/Negotiation Phase	At Hourly Rates listed below
Construction Administration Phase	At Hourly Rates listed below
Site Visits During Construction (per visit)	\$500.00

Reimbursable Expenses incurred in connection with our services will be charged on the basis of cost, without additional markup. Anticipated reimbursable expenses for this project include expedited courier services, printing and plotting, document reproduction, premiums for professional liability insurance in excess of usual and customary coverage and models, renderings or professional photography, and are anticipated not to exceed \$500.00.

Changes in services, when authorized, will be charged on an hourly rate as scheduled hereafter and amended annually in accordance with our hourly rate schedule (2023):

Kluber Architects + Engineers Staff	Hourly Rate
Principal.....	\$225.00
Project Manager.....	\$175.00
Project Mechanical Engineer III.....	\$165.00
Project Mechanical Engineer II.....	\$140.00
Project Mechanical Engineer I.....	\$115.00
Project Electrical Engineer III	\$165.00
Project Electrical Engineer II	\$140.00
Project Electrical Engineer I	\$115.00
Project Structural Engineer III.....	\$165.00
Project Structural Engineer II.....	\$140.00
Project Structural Engineer I.....	\$115.00
Project Technologist.....	\$165.00
Project Architect III	\$135.00
Project Architect II	\$115.00
Project Architect I	\$95.00
Interior Designer III	\$115.00
Interior Designer II.....	\$95.00
Interior Designer I.....	\$75.00
Construction Observer.....	\$95.00
Senior Project Coordinator	\$75.00
Project Coordinator.....	\$55.00

TIMING

All services contemplated within this proposal shall be completed within 4 months after the acceptance date. Services performed after closure of that window will be billed hourly in accordance with the rates set forth above.

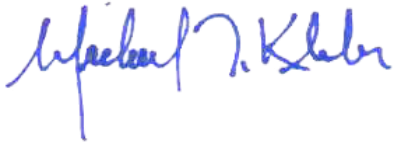


FINAL NOTE

If this proposal satisfactorily sets forth your understanding of our agreement, we would appreciate your authorization to proceed with this Work. We are available to discuss any aspect of this proposal with you at your convenience.

Kluber, Inc. appreciates the interest expressed in our firm and we look forward to serving your needs in the future.

Sincerely,



Michael T. Kluber, P.E.
President
Kluber, Inc.

Accepted (Signature) _____ Date _____
Beth Lang, Facilities and General Services Manager
By (printed name and title)

Confidentiality Notice:

The contents of this proposal are confidential and may not be distributed to persons other than City of Naperville.

