



City of Prospect Heights Strategic Directions Committee Regular Meeting

Agenda

**Thursday, May 18, 2017
7PM
City Hall
8 North Elmhurst Road
Prospect Heights, IL 60070**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes, April 26, 2017 Meeting**
- 4. Discussion of City Center and Other Development Opportunities**
 - a. Geographic Information Systems for Area**
 - b. Review and Discussion of Tinaglia Architects' Proposal-Attached**
- 5. Discussion of Action Plan for Sanitary Sewer System Rehabilitation and Reinvestment**
- 6. Other Matters**
 - A. Next Meeting-Discussion of Operating and Capital Budget "Likes and Dislikes" and Consideration of Process Revisions**
 - B. Summation Report with Recommendations to the Council**
- 7. Adjournment**

T I N A G L I A

A R C H I T E C T S

~~April 7, 2017~~

May 10, 2017

Mr. Nicholas Helmer
Mayor
City of Prospect Heights
8 North Elmhurst Road
Prospect Heights, IL 60070

Via email: nhelmer@prospect-heights.org
lerosenthal@comcast.net

RE: Prospect Heights City Center Plan
Sanders Road Corridor Plan

Dear Mayor Helmer,

Thank you for taking the time to meet with me last Wednesday to discuss the new Prospect Heights City Center Plan. As discussed, we would prepare a Master Plan for the area indicated on the aerial photo provided during our meeting, concentrated around the corner of Route 83 and Camp McDonald Road. We truly welcome the chance to work with you and the City of Prospect Heights on creating this vital City Center project!

Also, pursuant to a meeting with your committee on April 26th, additional interest for Master Planning considerations may examine a secondary site in Prospect Heights. This alternate site would require a completely different perspective for highest and best value with regard to planning and zoning. My firm would be very happy to add additional services for this alternate location.

Provided Services

We will develop a Master Plan for the site indicated which will consist of retail spaces, residential units, parking, and green space, in addition to the City Hall and potentially relocated Police and Fire Stations. The design developed will be viable based on our experience, and take into account unit density and square footage, with regards to reasonable parking requirements. Once a Master Site Plan is embraced and approved, we can provide typical reasonable or conservative construction cost estimates for each building type.

Architectural services that will be provided as part of this agreement shall include the following:

- Preliminary Design & Design Development
 - o Using a survey or other site information provided by you, we will begin to develop a preferred scheme/master plan for a new mixed-use downtown redevelopment.
 - o Drawings shall include Site Plan, and Building Core Plans for all floors with unit counts, square footages, and parking counts.
 - o Attend all necessary meeting with the City and Staff.
 - o Provide PDF files for incorporation into City RFP documents at a future date.

Exterior elevations and renderings can be provided for an additional fee on an as-needed basis; please see the sample attached.

TINAGLIA ARCHITECTS, INC.
814 W NORTHWEST HIGHWAY
ARLINGTON HEIGHTS, ILLINOIS 60004
Phone: 847.253.0002
Fax: 847.253.3063

All services outlined above regarding the City Center Plan could also be applied to the alternate site. Master Planning procedures will require identical steps while yielding a logically different solution or outcome.

Fee Outline

We are prepared to offer all Architectural Services as outlined above for a fixed fee of \$36,000.00. In order to add services for the alternate site, the same fee structures would apply, resulting in a total of \$72,000.00.

All reimbursable expenses shall be billed at cost and shall include the following:

- Drawing reproduction, plotting and printing
 - For Client use, Village Submittals, and General Contractor Bidding
- Photocopy reproduction
 - Color and/or black and white
- Delivery, mailing, messenger services, overnight services
- Professional rendering and/or model building
 - As deemed necessary by the Village
- Mileage

Any additional services not outlined above and/or originating after final designs are complete, such as drawing re-design or change in scope of work, shall be billed at our prevailing hourly rates or at a pre-negotiated fixed fee.

Hourly Rates

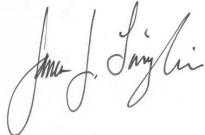
Our billable hourly rates are as follows:

- Principal	\$165.00
- Project Manager	\$125.00
- Draftsman	\$95.00
- Admin Support	\$75.00

I hope that this agreement meets with your expectations and that we may be able to help you with your project. Should this agreement be accepted, please return a signed copy to our office along with an initial fee retainer of \$12,000.00 (\$24,000.00 if both sites are deemed appropriate for Master Planning), signifying the commencement of our work. The balance will be invoiced in two equal amounts and final payment shall become due upon delivery of accepted designs.

Nick, please feel free to contact me directly if you should have any thoughts or questions regarding this proposal.

Very sincerely,



James J. Tinaglia
President

Acceptance: _____ Date: _____

Terms and Conditions

As your Architect, it is understood by the Client, that at no time shall we offer an exact evaluation of the construction costs of your project. We will at times, throughout the course of our work, offer only our opinion as to an estimation of the approximate construction costs. Because there is constant fluctuation in the cost of labor and materials, the Architect has no control over the pricing that is determined by the General Contractors and their Sub-Contractors during the bidding process for the construction required on your project.

All documentation, including Drawings and Specifications, prepared by our office for your project will remain the property of the Architect. Additionally, as of July 1st, 2011, it is the policy of Tinaglia Architects to maintain a physical file with all paper/printed materials for a period of five years. All electronic drawings, documents, files, etc. shall be maintained indefinitely on the Tinaglia Architects back-up server.