

September 29, 2022



Mr. Greg Jackson, Village Manager

Village of Long Grove
3110 Old McHenry Road
Long Grove, Illinois 60047

Re: Village of Long Grove
Proposal for Architectural Design Services for Village Hall Conceptual Design Study
Commission No. 9999

Dear Mr. Jackson:

On behalf of Wold Architects and Engineers, we are pleased to present this proposal for architectural design services related to the Village Hall Conceptual Design Study project.

Based on our meeting on September 27, 2022, we understand that the Village of Long Grove wants to develop and evaluate options for expanding Village Hall functionality through either addition to the existing facility or construction of a new, adjacent facility on the existing site.

The existing Village Hall facility has significant historic significance. The structure was formerly a tavern located in downtown Long Grove. In the 1970s, the building was relocated to its current site, renovated, and expanded to serve as the Village Hall. The building is located on the same property as the Ruth Barn and a historic one-room schoolhouse structure – both owned by the Historical Society.

The current Village Hall does not accommodate necessary municipal government operations. It lacks adequate space for public service functions, and the Council Chambers is too small. At the same time, the building's systems are near the end of their expected useful life and the building has numerous issues related to accessibility, life safety, and energy efficiency. The Village has identified a projected need for approximately 2,500 to 3,000 square feet for Village Hall operations. Minimum requirements include additional office space, a proper public service area, and a larger Council Chambers (1.5 to 2 times larger than the existing room).

Wold proposes to assist the Village to develop and evaluate two possible options:

- 1) Construct an addition to and renovate the existing Village Hall structure, including possible relocation of the Ruth Barn structure.
- 2) Construct a new Village Hall structure on the existing Village property.

To develop the conceptual design options, Wold will provide the following services:

- Conduct site/building walkthrough to document existing conditions. It is assumed that basic floor plan information will be provided by the Village. If the floor plan documentation is not available, Wold can develop floor plans based on field measurements.
- Conduct interviews/meetings with Village staff to gather additional information regarding current space utilization and programmatic space needs.
- Evaluate current building mechanical, plumbing and electrical systems to determine the current condition and capacity.

Wold Architects and Engineers

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- Evaluate the existing building structure (framing, foundations, etc.) to determine its ability to be expanded and/or modified.
- Coordinate with the Village's civil engineers (Gewalt Hamilton Associates) to determine limitations of site redevelopment associated with proposed building options as it relates to stormwater management, wetlands, septic field, parking, etc.
- Meetings with Village staff to review findings and recommendations.
- Presentations to Village Board.

The proposed Village Hall Conceptual Design Study will include the following:

- Narrative discussion of the existing facility background and narratives of proposed conceptual options.
- Conceptual site and floor plans.
- Conceptual exterior renderings.
- Opinion of probable construction and project costs.

We will deliver the study to the Village in form of an electronic PDF, and optionally two bound printed copies. In addition, we will make a presentation to the Village Board of study highlights and recommendations and answer questions at a regular public meeting. We will be available to meet with staff and Board committees during and after the study to discuss the study in more detail.

Our evaluation of existing conditions will be based on a walk-through survey of observable conditions. We will not perform any intrusive investigations, tests or diagnostic examinations of the existing buildings and equipment, nor have we included environmental or property surveys, soil tests, storm water, wetland or forestry evaluations, all of which will likely be necessary if the project progresses beyond the conceptual stage. The Village of Long Grove will provide Wold with any available boundary and topographic survey information for the site and any available information (drawings, reports, etc.) on the existing buildings. In the absence of such information Wold will work from publicly available aerial photos and Lake County GIS topography for this conceptual study. The Village will arrange for the Village Engineer to provide consultation on likely storm water and site improvement considerations and costs based on our proposed site concepts.

Based on an estimate of approximate labor hours required to provide the above defined scope of services and deliverables, Wold's proposed lump sum fixed fee for this study is \$12,500. Wold's proposed fee includes reimbursable expenses.

We understand that the Village is interested in moving forward with improvements to the Village Hall facility soon and is looking to utilize American Recovery Plan Act (ARPA) funding for the project. The Village has identified an initial construction cost budget of approximately \$1.2M for the project.



Wold is available upon authorization to begin work on this project, and as early as November 2022. We anticipate it will take approximately eight to ten weeks to complete the study.

We are eager for the opportunity to partner with the Village of Long Grove on this existing project. Please feel free to contact me with any questions.

Sincerely,

Authorized By:

Wold Architects and Engineers

Village of Long Grove

A handwritten signature in black ink that reads "Matt Bickel".

Matt Bickel | AIA, LEED AP
Partner

Signature

cc: Fred Schuster, Wold
Kirsta Ehmke, Wold
Elisabeth Lund, Wold

Name, Title

Date