

From: [Matt Bickel](#)
To: [Greg Jackson](#)
Subject: RE: LONG GROVE VILLAGE BAORD MEETING FOLLOW-UP
Date: Friday, January 20, 2023 4:18:58 PM
Attachments: [image001.png](#)
[image002.png](#)
[1.20.23 Letter to Greg Jackson.pdf](#)
[B101-2017 - Standard Form of Agreement Between Owner and Architect.pdf](#)

Hi, Greg.

After analyzing the feedback you provided regarding the offices sizes, etc. I believe we can reduce the size of the addition to approximately 2,850 SF (down from 3,160 SF).

Based on the revised footprint and the other changes we discussed, the revised estimated construction cost is \$1,114,700; and the estimated total project cost is \$1,394,155.

Attached is Wold's proposal letter for providing AE services beginning with Schematic Design through the Contract Documents phase. That will get the Village to the point of having a complete design with biddable documents and final opinion of estimated construction costs. If everything checks out at that point, we would provide a follow-up proposal to proceed with bidding the project and seeing it through Construction Administration to final completion.

A copy of the updated budget is attached to our proposal letter.

I have also prepared a standard AIA owner-architect agreement for your review.

Related to your other questions, please see my responses below in **red**.

I happy to jump on a call next week to answer any questions about the proposal or agreement.

Have a great weekend!

Sincerely,

Wold Architects and Engineers

Matt Bickel | AIA, LEED AP
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Comm. No.:

From: Greg Jackson <gjackson@longgroveil.gov>
Sent: Monday, January 16, 2023 1:59 PM
To: Matt Bickel <mbickel@woldae.com>
Subject: LONG GROVE VILLAGE BAORD MEETING FOLLOW-UP

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Matt –

The following are the items we discussed brought up in the most recent Village Board meeting. First, there was a consensus on Option #2, but with some questions and tweaks. Some very simple.

- **IT Room:**
 - Will the existing mechanicals be relocated to free up the space in that area? Currently, furnace/duct work is in there. **We are hopeful to free up room in the IT space by locating a new unit upstairs.**
- **ADA Compliance:**
 - Everything touched in the existing area will be done with ADA compliance in mind. **Yes, we will address any necessary ADA issues as part of the remodeling.**
- **Workstations:**
 - Can the workstations be located two on one side and two on the other with enough space for a few lateral filing cabinets. **This seems reasonable and will be explored in the schematic design phase.**
- **Village Manager's Office:**
 - Reduce the Village Manager's Office to 13x10. **A square footage recommendations is recognized in the updated construction cost budget.**
- **Assistant Village Manger's Office:**
 - Reduce the Assistant Village manager's Office to 10x10. **A square footage recommendations is recognized in the updated construction cost budget.**
- **Hallway:**
 - Is the main entry hallway leading to the board required width or can it be reduced? **We can look at this during the schematic design phase, but my current thought is that we will need a slightly wider area for the purposes of congregating before/after Board meetings, etc.**
- **Footprint:**
 - With the reduction in size of the two offices can the Board Room push closer to the main entry so to reduce the overall footprint? **A square footage recommendations is recognized in the updated construction cost budget.**
- **Partitions:**
 - Can a folding partition screen be placed in the board room to divide it into to sections for community meetings? **This seems reasonable and will be explored in the schematic design phase. In all honesty, folding partitions are generally not used as much as may be anticipated after they are installed. They add cost (structural) and take up valuable space when they are in the open position.**

...and then the ala carte items we spoke about. **I put the window replacement below the total project cost as a "potential alternate improvement". I still recommend budgeting for modest (reduced) roof patching based on tying into the new roof line and miscellaneous mechanical penetrations. I also recommend maintaining the budget for addressing the existing siding.**

Let me know what else you may need. I look forward to seeing what comes together as well as reviewing the next steps.

Greg



Gregory Jackson, MPA, ABD
Village Manager

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"The mission of Long Grove's municipal government is to deliver public goods and services efficiently, effectively, and equitably, never compromising the public trust or the belief that government should serve a higher purpose. Through collaborative governance, stakeholder engagement and the highest levels of transparency this unit of local government will pursue excellence over mediocrity in all areas of public policy and administration."