



Proposal

City of Galesburg

Community Center Planning Proposal

April 2022

April 22 2022

Wayne E. Carl, P.E.
Director of Public Works
City of Galesburg
55 W Thompkins St.
Galesburg, IL 61401

Re: Community Center Master planning

Wayne

Farnsworth Group is to present this proposal is for the development of a master plan for a future Community Recreation Center in Galesburg. The project is further defined in the following scope of services and description of the project as we understand it, based upon our previous meeting and discussions.

Project Description

Project Goals

Establish, through a consensus process, a program of spaces and activities the proposed facility needs accommodate.

Determine whether the proposed Program can be accommodated at the Churchill School or if an alternative site would better serve the project. The study will: compare the needs established in the program with the spaces available in the existing building; Identify any compromises forced on the program by the existing structure; Compare the cost of renovating the existing building and bringing it into compliance with current code, with the cost of building a new facility built specifically to meet the programming needs.

Develop a visual concept for the Community Center if it is to be located at Churchill school. Concept will include façade elements to provide a new public experience at the exterior.

Project Contact Information

FARNSWORTH GROUP contacts for this project will be:

Principal in Charge
Caius Jennison
Office 309.689.9888
cjennison@f-w.com

Proposed Scope of Services

- **Architecture Scope**

Programming

Develop a list of spaces and activities the facility will accommodate.

Meetings (in Person or electronically)

Meet with City staff to review program needs developed to date

Meet with Mayor and City Council members to review program and establish priorities and identify consensus. We can do this as a consensus building group exercise – or individually to establish priorities that we then share with

Identify required facilities for each activity – space required and other amenities.

Test fit – Churchill School

Review existing drawings and verify the size of the existing spaces.

Prepare a conceptual design for the facility using the existing building

Identify spaces with redundancy or that are oversized.

Identify program elements that do not fit well with the existing structure

Identify portions of the building that might be unused.

Review code requirements for potential issues triggered by the proposed changes in facility use. Required fire separation, exits and egress distances and accessibility, no. of restrooms etc.

Develop an opinion of probable cost for the project at this location.

Visioning - Prepare a conceptual rendering on the building indicating new exterior elements and signage

New Building concept for initial opinion of cost

Based on the areas and amenities identified in the program develop an opinion of probable cost to construct a new building to meet those needs.

An allowance for general site development will be included but actual site development costs will vary with existing conditions, utility connections etc. And can only be determined when a site has been selected.

Deliverables:

Illustrated written report in hard copy and pdf formats. Graphics formatted for public display.

Future Services

The following services are available from our firm but not included in this proposal:

- Inspection of existing building systems to verify existing condition or capacity to accommodate changes.
- Specific site evaluations beyond Churchill School
- Completion of the design and preparation of construction documents to bid the work.
- Construction administration services
- Revisions and/or scope changes
- Preparation of plans or specifications not specifically defined by this agreement
- This proposal does not include developing construction level floorplans of the existing building. If existing plans cannot be found a full survey of the building will be necessary in the future if it is to be remodeled.

FARNSWORTH GROUP, INC. will provide additional services listed above, or other services not listed, as requested subject to mutually agreed upon terms and approval by the Owner.

Assumptions and clarifications

Clarification – The agreement is for initial master planning and conceptual design services only. It does not include preparing construction documents for bidding and completions of the work.

Client Responsibilities

To complete the scope of services outlined above, the CLIENT shall provide the following items:

1. A designated single point of contact available to meet with FARNSWORTH GROUP to discuss and/or clarify any items necessary throughout the duration of the project and provide full access to all existing facilities as when needed by the FARNSWORTH GROUP team.
2. Prompt written notice to FARNSWORTH GROUP if the CLIENT observes or otherwise becomes aware of any defect in the PROJECT or changed circumstances which may require a change in the Scope of Services.
3. Timely responses to requests for information.
4. Provide existing building drawings if they can be found.

5.

Summary of Professional Fees

Farnsworth Group, Inc. proposes to provide the described schematic design services for the fixed fees listed below plus normal reimbursable expenses

- Planning and Design \$18,800

Project Timeline

Programming, and Conceptual Design: approx. 8 weeks from Notice to proceed

Agreement

Thank you again for the opportunity to provide you with this proposal. Please indicate your acceptance of this proposal as presented by signing and returning one copy for our records.

We look forward to working with you on this exciting project. Please call me if you have any questions or comments.

Sincerely,



FARNSWORTH GROUP, INC.
Caius Jennison RIBA
Principal

FARNSWORTH GROUP, INC.

CITY OF GALESBURG

Signature

Signature

Caius Jennison

Typed Name

Typed Name

Principal

Title

Title

Date

Date