

Harboe Architects, PC
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Chicago, IL 60603

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June 6, 2023

Jerry Auliso
AT Group, Inc.
31 Morris Street
Park Ridge, IL 60068

Re: FF&E Proposal

Dear Jerry,

Harboe Architects, PC is pleased to provide this proposal for Furniture, Fixtures and Equipment (FF&E) selection for the renovation of the Waukegan History Museum at the Carnegie. Our office will assist the Waukegan Park District (WPD) and Waukegan Historical Society (WHS) in selecting items, which will be purchased, inspected, assembled and installed by the WPD. The items to be selected were provided by the WPD and are listed in the enclosed attachment. Harboe Architects will suggest standard manufactured items which will not require custom configuration or include antique or salvaged objects. Audio / visual (A/V) equipment will be included in the FF&E package prepared by our office if selected by the WHS / WPD. If assistance is needed in the A/V selection process, it is recommended that a consultant who specializes in that field be hired. Our office has worked with A/V specialists and would be happy to recommend a consultant to be added to the team. In addition, Harboe Architect will participate in the signage programing and design review, which will be developed by a signage consultant selected by the WPD / WHS.

The proposed fee for the FF&E scope of services is \$20,000. Expenses will be billed at direct cost. If additional scope is requested outside of the agreed tasks, a separate proposal will be developed for the owner's review and consideration.

We look forward to continuing collaboration with you on this project. If you have any questions regarding our proposal, please do not hesitate to call.

Sincerely,



T. Gunny Harboe, FAIA
President