**Police Department Firing Range and EOC Facility, and Impound Lot Project**
**Scope of Work**

The Selected Firm will provide Schematic Design (SD) Documents, Construction Design (CD) Documents and Specifications for the **Police Department Firing Range and EOC Facility, and Impound Lot Project**. This project is anticipated to be completed in one (1) phase with an estimated initial construction start date of Spring 2024. It should be noted that the Village is exploring options for construction oversight, including Construction Management. A decision on Construction Management will occur prior to the completion of the Schematic Design noted below. The Village may negotiate a separate Construction Administration percentage in Fall 2023 with the Selected Firm. At this time, the Village has a target cost of $6,500,000. One of the goals of schematic design is refine the cost estimates for more accurate budgetary costs and ideas to reduce the cost.

The Selected Firm's schematic design documents shall be completed and submitted to the Village by **June 1, 2023.** The Village may bid the construction of this project in February 2024. As such, CD Documents and Specifications must be completed by **January 15, 2024**.

As such, the Village is requesting firms provide the bidding fee as follows:

1. A lump sum fee to complete SD Documents
2. A percentage fee to complete CD Documents and Specifications

Schematic Design Documents will include:

1. Site Plan, Floor Plan, Rendered Elevations, Storm Water Investigations, Preparatory Documents (including a full list of anticipated permit requirements), Generator and Fuel Tank Sizing, and the identification of any potential grant opportunities for this project. Topographic site surveying and Geotechnical investigations will be reimbursable expenses and should be included in the Schematic Design cost. A budgetary cost estimate based on the Schematic Plan should also be included. The Selected Firm may be asked to present project plans and projected budget to the Village Board or other Village Administrators.

Construction Design Documents and Specifications will at minimum include:

1. Requirement set forth in the Village's Land Development Code and/or any other applicable code requirements;
2. Meet storm shelter requirement for an Emergency Operations Center per ICC 500, including peer review;
3. Create drawings/specifications for the full project scope of work into a single Construction Document bid set, (including life safety, low voltage, AV, Communication and Backup power-generator);
4. If a Construction Manager is approved, provide drawings and specifications to allow them to estimate the project. Also, invite the Construction Manager to key design meetings that could help meet project cost goals.

Construction Administration Services will be better defined based on the Construction Manager decision. If the Village does not utilize a Construction Manager, the following would be the requirements for Construction Administration Services:

1. Participate in (1) Pre-Bid meeting and assist with responding to follow up questions;
2. Participate in (1) Pre-Construction Meeting prior to start of construction;
3. Act as Village's representative during the Construction Phase, advising and consulting accordingly;
4. Review the Contractor's Project Schedule, Submittal Schedule and Equipment Matrix and list of proposed subcontractors;
5. Assist the Village with project phasing/scheduling/milestone schedule for full project scope of work;
6. Perform site visits during construction to verify quality and progress of work;
7. Notify Owner and Contractor in writing of any work not in conformity with the Construction Documents;
8. Monitor the Contractor's schedule for the construction phase work;
9. Review of shop drawings and submittals for conformance with Construction Documents;
10. Review and respond to contractor RFIs and change order requests;
11. Review change orders of contractors;
12. Prepare, assemble and distribute project punch list(s);

13. Determine the Dates of Substantial Completion and Final work observation;
14. Review Contractor's guarantees and warranties;
15. Review Contractor's record drawings, O&M instructions, and all other close-out documentation;
16. Review as-built documents for completeness at Substantial Completion and Final Completion.

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- A lump sum fee to complete SD Documents $ 32,200.00 (incl. survey & geotech)
- A percentage fee to complete CD Documents and Specifications 4.70%

**AUTHORIZATION & SIGNATURE**

Name of Authorized Signee: Steve Ejnik Title: Vice President-Facilities

Signature of Authorized Signee Date: February 3, 2023

Steve Ejnik