

**CLERK'S CONTRACT and AGREEMENT COVER PAGE**

**Legistar File ID#:** 2022-0020

**Contract #:** 2022042

**Start date:** 3/1/2022

**End date:** 12/31/2024

**Amount:**

**Department:** Public Works

**Contract Type:** Master Service Agreement

**Contractors Name:** Kluber, Inc.

**Status of Ownership:** N/A

**Status of Sub:** N/A

**Certification:** Attached

Self-Certifying

Did not disclose

**Contract Description:** Mechanical, Electrical, and Plumbing (MEP) and Architectural Services

1. Exhibit B - Rec Admin Entry Ramp & ADA Access

# Exhibit B

**Rec Admin Entry Ramp and ADA Access Improvements**  
**Scope of Work – Project List 1**  
**Project Construction Budget: \$135,000**

The A/E firm's structural engineer will provide a written scope of work and drawings for demolition and replacement of the Recreation Administration (RA) entry ramp and stairs on the north side of the building. Scope and drawings should also address ADA compliance associated with the ramp, adjacent sidewalks and parking stalls. The current ramp is concrete with metal guard rails that has spalling effect along with rusting rails.

*A/E scope of work (not including CA Services) shall be completed by May 31, 2022.*

The Selected Firm will:

1. Conduct field work to determine at least two (2) options for configuration of ramp and associated ADA compliance related site work including lighting;
2. Create a scope of work, drawings and specifications (Construction Document bid set) based on the Village's preferred option for a **new entry ramp and associated ADA compliance related site work including lighting;**
3. Provide Construction Administration (CA) Services, including:
  - a. Participate in (1) Pre-Bid meeting and assist with responding to follow up questions;
  - b. Participate in (1) Pre-Construction Meeting prior to start of construction;
  - c. Act as Village's representative during the Construction Phase, advising and consulting accordingly;
  - d. Assist with ComEd, Nicor or other applicable rebate documentation and submissions;
  - e. Review the Contractor's Project Schedule, Submittal Schedule and Equipment Matrix and list of proposed subcontractors;
  - f. Assist the Village will project phasing/scheduling/milestone schedule for full project scope of work;
  - g. Perform regular site visits by a qualified staff member during construction to inspect and report on progress of work;
  - h. Notify Owner and Contractor in writing of any work not in conformity with the Construction Documents (CDs);
  - i. Monitor the Contractor's schedule for the construction phase work;
  - j. Review of shop drawings and submittals for conformance with CDs;
  - k. Review and respond to contractor RFIs and change order requests;
  - l. Prepare, assemble and distribute project punch list(s);
  - m. Determine the Dates of Substantial Completion and Final work observation;
  - n. Review Contractor's guarantees and warranties;
  - o. Review Contractor's record drawings, O&M instructions, and all other close-out documentation;
  - p. Review as-built documents for completeness at Substantial Completion and Final Completion.

## AUTHORIZATION & SIGNATURE

Name of Authorized Signee: Michael T. Kluben

Signature of Authorized Signee: 

Title: PRESIDENT Date: 04/27/2022

Approved and Accepted by:  
Village of Orland Park

E-SIGNED by George Koczwaro  
on 2022-05-18 20:03:46 GMT  
George Koczwaro, Village Manager

Date: May 18, 2022

|  |                                   |      |
|--|-----------------------------------|------|
| Project Title:<br>Entry Ramp & ADA Access Improvements | Contract #:<br>P.T.O. BASIC RATES | ECC: |
| Location: Rec Admin                                    | A-E Firm: Kluber Inc.             |      |

| SECTION A - DESIGN  |            |              |          |           |                  |      |          |
|---|------------|--------------|----------|-----------|------------------|------|----------|
| Item  | No of DWGS | Professional |          |           | Sub-Professional |      |          |
|   |            | Manhours     | Rate     | Cost      | Manhours         | Rate | Cost     |
| 1 Principal   |            | 8            | 225.00   | 1,800.00  |                  |      |          |
| 2 Project Manager   |            | 20           | 175.00   | 3,500.00  |                  |      |          |
| 3 Quality Control   |            | 8            | 175.00   | 1,400.00  |                  |      |          |
| 4 Civil Engineer  |            |              |          | 0.00      |                  |      | 0.00     |
| 5 Traffic Engineer  |            |              |          | 0.00      |                  |      | 0.00     |
| 6 Structural Engineer                                     | 4          | 50           | 165.00   | 8,250.00  |                  |      | 0.00     |
| 7 Mechanical Engineer                                     |            |              |          | 0.00      |                  |      | 0.00     |
| 8 Electrical Engineer                                     |            |              |          | 0.00      |                  |      | 0.00     |
| 9 Architect   | 2          | 15           | 135.00   | 2,025.00  |                  |      | 0.00     |
| 10 Landscape  |            |              |          | 0.00      |                  |      | 0.00     |
| 11 Fire Protection Eng                                    |            |              |          | 0.00      |                  |      | 0.00     |
| 12 Cost Estimator   |            | 8            | 175.00   | 1,400.00  |                  |      | 0.00     |
| 13 Admin  |            | 20           | 75.00    |           |                  |      | 0.00     |
| 14 Spec/Report Writer                                     |            | 8            | 175.00   | 1,400.00  |                  |      | 0.00     |
| 15 Totals   | 6          | 137          |          | 19,775.00 | 0                |      | 0.00     |
| 16 Total Direct Labor (Professional and Sub-Professional) |            |              |          | (rounded) |                  |      | 19,775   |
| 17 Overhead   | 10.00% x   |              | \$19,775 |           |                  |      | 1,978    |
| 18 Total Direct Labor and Overhead                        |            |              |          |           |                  |      | 21,753   |
| 19 Profit   | 15.0% x    |              | \$21,753 |           |                  |      | 3,263    |
| 20 Total Fee for Design Services                          |            |              |          | of ECC    |                  |      | \$25,016 |

| SECTION B - ENGINEERING SERVICES - REPRODUCTION - TRAVEL       |  |         |
|--|--|---------|
| 1 Geotechnical & SubSurface Investigation                      |  | 0       |
| 2 Topographic Survey   |  | 0       |
| 3 Field Investigation  |  | 2,800   |
| 4 Reproduction   |  | 820     |
| 5 Other Special Costs  |  | 0       |
| 6 Travel   |  | 263     |
| 7 Total Fee for Engineering Services, Reproduction, and Travel |  | \$3,883 |

| SECTION C - POST CONSTRUCTION AWARD SERVICES      |                  |              |         |          |                  |      |         |
|---|------------------|--------------|---------|----------|------------------|------|---------|
|   |                  | Professional |         |          | Sub-Professional |      |         |
|   |                  | Manhours     | Rate    | Cost     | Manhours         | Rate | Cost    |
| 1 Post Award Design Support                       |                  | 20           | 175.00  | 3,500.00 | 0                |      | 0.00    |
| 2 Office Consultation/Submittal Review            |                  | 12           | 175.00  | 2,100.00 |                  |      | 0.00    |
| 3 As Built Drawing Preparation                    |                  |              |         | 0.00     |                  |      | 0.00    |
| 4 Total Direct Labor                              |                  |              |         |          |                  |      | 5,600   |
| 5 Overhead  | 10.00% x         |              | \$5,600 |          |                  |      | 560     |
| 6 Total Direct Labor & Overhead                   |                  |              |         |          |                  |      | 6,160   |
| 7 Profit  | 15.0% Task Order |              | \$6,160 |          |                  |      | 924     |
| 8 Total Direct Labor, OH, and Profit              |                  |              |         |          |                  |      | 7,084   |
|   |                  |              |         |          | Mandays          | Rate | Cost    |
| 9 OTHER   |                  |              |         |          |                  |      | 0       |
| 10 OTHER  |                  |              |         |          |                  |      | 0       |
| 11 OTHER  |                  |              |         |          |                  |      | 0       |
| 12 Total Fee for Post Construction Award Services |                  |              |         |          |                  |      | \$7,084 |

|  |                 |
|--|-----------------|
| <b>TOTAL FEE: DESIGN, ENGR. SVCS, REPRO, TRAVEL (SECTIONS A &amp; B)</b> | <b>\$3,526</b>  |
| <b>GRAND TOTAL FEE: DESIGN, ENGR. SVCS, REPRO, TRAVEL, AND PCAS</b>      | <b>\$35,983</b> |

|   |                    |
|---|--------------------|
| A-E Name:<br>Michael T. Kluber  | Date:<br>4/27/2022 |
| A-E Signature:<br> |                    |

- Notes:**
- Does not include Civil Engineering Services, assumption is new ramp/stairs/sidewalk will not alter existing grades.
  - If Civil Engineering Services are required, Kluber will issue a contract amendment for these Services.
  - Owner to provide updated topographical survey to capture existing elevations of grades and existing ramp/sidewalk/stairs.

**1. SUB-SURFACE INVESTIGATION: (Enter on line 1, Section B of A-E fee)**

| Description                                  | Quantity | Unit Cost | Amount        |
|--|----------|-----------|---------------|
| Mobilization/Demobilization                  |          |           | \$0.00        |
| Borings                                      |          |           | \$0.00        |
| Atterberg Limits                             |          |           | \$0.00        |
| Compaction tests                             |          |           | \$0.00        |
| Sieves - #200                                |          |           | \$0.00        |
| Moisture Content and Density                 |          |           | \$0.00        |
| Direct shear                                 |          |           | \$0.00        |
| Soil Chemical Analysis (Hexavalent Chromium) |          |           | \$0.00        |
| Analysis                                     |          |           | \$0.00        |
| Report                                       |          |           | \$0.00        |
| Review Report                                |          |           | \$0.00        |
| <b>Subtotal</b>                              |          |           | \$0.00        |
| Handling Fee                                 |          |           | \$0.00        |
| <b>Total</b>                                 |          |           | <b>\$0.00</b> |

**2. TOPOGRAPHIC SURVEY: (Enter on line 2, Section B of A-E fee)**

| Description          | (burdened, except for profit)         | Amount        |
|----------------------|---------------------------------------|---------------|
| Survey Party (2 man) | crew          Days @          per Day | \$0.00        |
| Licensed Surveyor    | hrs @          per Hour               | \$0.00        |
| Project Surveyor     | hrs @          per Hour               | \$0.00        |
| Draftsman            | hrs @          per Hour               | \$0.00        |
| Other, Specify       | Aerial Consultant          LS         | \$0.00        |
| <b>Subtotal</b>      |                                       | \$0.00        |
| Profit               |                                       | \$0.00        |
| <b>Total</b>         |                                       | <b>\$0.00</b> |

**3. FIELD INVESTIGATION: (Enter on line 3, Section B of A-E Fee)**

|        |   |                    |              |                |
|--------|---|--------------------|--------------|----------------|
| 2 days | @ | \$1,400.00 per day | <b>Total</b> | <b>\$2,800</b> |
|--------|---|--------------------|--------------|----------------|

**4. REPRODUCTION (Enter on line 4, Section B of A-E fee Itemization)**

|                           |              |               |                      |                 |
|---------------------------|--------------|---------------|----------------------|-----------------|
| 8-1/2 x 11 Copies (B&W)   | 4 copies     | 500 submittal | \$0.15 per page      | \$300.00        |
| 8-1/2 x 11 Copies (color) | copies       | submittal     | per page             | \$0.00          |
| Deliveries                | 2 deliveries | 1 quantity    | \$50.00 per delivery | \$100.00        |
| 11 x 17 copies            | sheets       | submittal     | per sheet            | \$0.00          |
| D-Size copies             | 6 sheets     | 6 submittal   | \$5.00 per copy      | \$180.00        |
| Binding and packaging     | 4 LS         | 6 submittal   | \$10.00 per package  | \$240.00        |
| Photos 8-1/2 x 11         | copies       | submittal     | per copy             | \$0.00          |
| Magnetic Media            | CD Roms      | submittal     | \$10.00 per CD Rom   | \$0.00          |
| <b>Total</b>              |              |               |                      | <b>\$820.00</b> |

**5. OTHER SPECIAL COSTS (Enter on Line 5, Section B of A-E Fee Itemization)**

| Description  | Amount | Description | Amount        |
|--------------|--------|-------------|---------------|
|              |        |             |               |
|              |        |             |               |
|              |        |             |               |
| \$0          |        | \$0         |               |
| <b>Total</b> |        |             | <b>\$0.00</b> |

**6. TRAVEL AND SUBSISTENCE (Enter on Line 6, Section B of A-E Fee Itemization)**

|                              |             |                 |   |                              |
|------------------------------|-------------|-----------------|---|------------------------------|
| Subsistence                  | Days @      | per day         | = | \$0.00                       |
| Parking                      | Days @      | per day         | = | \$0.00                       |
| Roundtrip Airfare            | Trips @     | per trip        | = | \$0.00                       |
| Car Rental                   | Days @      | per day         | = | \$0.00                       |
| Mileage                      | 450 Miles @ | \$0.59 per mile | = | \$263.25                     |
| Hotel                        | Night @     | per night       | = | \$0.00                       |
| <b>Total Travel Expenses</b> |             |                 |   | <b>Total</b> <b>\$263.25</b> |

Travel on a reimbursable basis

