

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

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

**Contract #:** 2022043

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

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

**Amount:**

**Department:** Public Works

**Contract Type:** Master Service Agreement

**Contractors Name:** Valdes Engineering Company

**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 - VH Generator

# Exhibit B

*Response to:*

Request for Proposal

## New Standby Generator for the Village Hall

April 27, 2022



**ORLAND  
PARK**

Submitted by:

**Valdes**

100 West 22<sup>nd</sup> Street  
Lombard, Illinois 60148

Contact:

**Steve Ejnik, PE, RA, LEED AP**  
(630) 678-2804  
sejnik@valdeseng.com

**VALDES**  
Architecture & Engineering

# Village Hall Generator Project

Scope of Services

April 27, 2022

## SCOPE OF SERVICES

### General

Valdes will produce bidding documents (drawings & specifications) for a new generator to power the entire Village Hall. In addition, Valdes will provide services during construction to assist the Village in administration of the construction portion of the project.

### Project Management

1. Coordinate Valdes activities.
2. Primary point of contact interface between Valdes and the Village of Orland Park.
3. Receive/transmit project documents.
4. Record/distribute action items and meeting minutes.

### Civil

1. Provide minor site design revisions as required based on the Village's selected location for the new generator (8 hours included).

### Structural

1. Provide design for a new concrete slab to set the generator (12 hours included).

### Electrical

1. Conduct field work to identify up to two locations for the generator based on service location and location of electrical room in Village Hall.
2. Load study to determine the requisite size of the new natural gas standby generator and associated equipment based on Village power consumption data.
3. Meet with Village officials to confirm generator location and size.
4. Provide generator & automatic transfer switch (ATS) specification.
5. Provide/amend the one-line diagram.

### Construction Administration

Valdes staff will:

1. Participate in one Pre-Bid meeting and assist with responding to follow up questions (8 hours included).
2. Participate in one Pre-Construction Meeting prior to start of construction (4 hours included).
3. Act as Village's representative during the Construction Phase, advising and consulting accordingly including the following services:
  - a. Assist the Village with ComEd, Nicor or other applicable rebate documentation and submissions (4 hours included)
  - b. Review of the Contractor's Project Schedule, Submittal Schedule and Equipment Matrix and list of proposed subcontractors (4 hours included).
  - c. Assist the Village with project phasing/scheduling/milestone schedule for full project scope of work (4 hours included).
  - d. Perform bi-weekly (every two weeks) site visits, by the electrical engineer who provided the design, during construction to inspect and report on progress of work. Valdes assumes a three-month construction period. Valdes has included six site visits to review construction progress (24 hours included).
  - e. Notify Owner and Contractor of Valdes' opinion in writing for work Valdes believes to not be in conformity with the Construction Documents (CDs).
  - f. Monitor the Contractor's schedule for the construction phase work (8 hours included).
  - g. Review of shop drawings and submittals for conformance with CDs (12 hours included).
  - h. Review and respond to contractor RFIs and change order requests (8 hours included).
  - i. Prepare, assemble, and distribute one project punch list. Provide one follow up site visit to review completion of punch list. (2 site visits for a total of 8 hours)
  - j. Determine the dates of Substantial Completion and Final Completion.

# Village Hall Generator Project

Scope of Services

April 27, 2022

- k. Review Contractor's guarantees and warranties (4 hours included).
- l. Review Contractor's record drawings, O&M instructions, and other close-out documentation (8 hours included).
- m. Review as-built documents for completeness at Substantial Completion and Final Completion (4 hours included).

## **ASSUMPTIONS/CLARIFICATIONS**

1. No cost estimating services are included.
2. The Village of Orland Park will supply to Valdes all relevant documentation and drawings for building and associated site at the kick-off meeting.
3. Valdes deliverables will be in PDF format.
4. All bidding documents will be electrical sheets. Civil and structural information will be on the electrical drawings.
5. This proposal assumes that the generator project will be a stand-alone project with its own contractor and schedule. If this project, the Village Hall Soffit Replacement/Window Repair/Ladder project, and the Ramp Replacement project can be bid and executed at the same time and are awarded to one general contractor responsible for all three projects, Valdes may be able to lower our fees for each of the projects. Specifically, it is likely that construction administration fees can be reduced due to consolidation of meetings and site visits.

## **FEE**

We propose to provide the professional services described herein for the Lump Sum amount of \$38,750.00, invoiced on a monthly, percent complete basis and in accordance with the Master Service Agreement between the Village of Orland Park and Valdes dated March 29, 2022.

All reimbursable items including mileage, supplies, and internal and external reproduction costs required for project execution are included in the above total amount. Valdes will issue monthly invoices for this work. Should additional services be required, Valdes will submit a formal Change Notice documenting the change in scope, the estimated cost to complete the work and the schedule impact (if any). No additional services will be performed without written authorization.

A-E FEE ITEMIZATION

Date/Scope:

27-Apr-22

Date of Estimate:

27-Apr-22

Project Title: Village Hall Generator	Contract #: P.T.O. <b>BASIC RATES</b>	ECC: <b>\$650,000</b>
Location: Village Hall	A-E Firm: <b>Valdes</b>	

**SECTION A - DESIGN**

Item	No of DWGS	Professional			Sub-Professional		
		Manhours	Rate	Cost	Manhours	Rate	Cost
1 Principal		4	225.00	900.00			
2 Project Manager		20	187.00	3,740.00			
3 Quality Control				0.00			
4 Architect		8	162.00	1,296.00			0.00
5 Civil Engineer		8	162.00	1,296.00			0.00
6 Structural Engineer		12	162.00	1,944.00			0.00
7 Mechanical Engineer				0.00			0.00
8 Electrical Engineer (Senior)		24	180.00	4,320.00			0.00
9 Electrical Engineer		60	151.00	9,060.00			0.00
10 Landscape				0.00			0.00
11 Fire Protection Eng				0.00			0.00
12 Cost Estimator				0.00			0.00
13 Admin							0.00
14 Spec/Report Writer				0.00			0.00
15 Totals	0	136		22,556.00	0		0.00
16 Total Direct Labor (Professional and Sub-Professional)				(rounded)			22,556
17 Overhead	x		\$22,556				0
18 Total Direct Labor and Overhead							22,556
19 Profit	x		\$22,556				0
20 Total Fee for Design Services				of ECC			\$22,556

**SECTION B - ENGINEERING SERVICES - REPRODUCTION - TRAVEL**

1 Geotechnical & SubSurface Investigation	0
2 Topographic Survey	0
3 Field Investigation	0
4 Reproduction	0
5 Other Special Costs	0
6 Travel	0
7 Total Fee for Engineering Services, Reproduction, and Travel	\$0

**SECTION C - POST CONSTRUCTION AWARD SERVICES**

	Manhours	Professional			Sub-Professional		
		Rate	Cost	Manhours	Rate	Cost	
1 Post Award Design Support	48	162.00	7,776.00	0		0.00	
2 Office Consultation/Submittal Review	52	162.00	8,424.00			0.00	
3 As Built Drawing Preparation			0.00			0.00	
4 Total Direct Labor						16,200	
5 Overhead	0.00% x		\$16,200			0	
6 Total Direct Labor & Overhead						16,200	
7 Profit	0.0% Task Order		\$16,200			0	
8 Total Direct Labor, OH, and Profit						16,200	
				Mandays	Rate	Cost	
9 OTHER						0	
10 OTHER						0	
11 OTHER						0	
12 Total Fee for Post Construction Award Services						\$16,200	

<b>TOTAL FEE: DESIGN, ENGR. SVCS, REPRO, TRAVEL (SECTIONS A &amp; B)</b>	<b>\$38,756</b>
<b>GRAND TOTAL FEE: DESIGN, ENGR. SVCS, REPRO, TRAVEL, AND PCAS</b>	<b>\$38,756</b>

A-E Name: Steve Ejnik	Date: 27-Apr-22
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A-E Signature:  




**Village Hall Generator  
Scope of Work – Project List 1  
Project Construction Budget: \$650,000**

The Selected Firm will provide bid drawings/specifications for the installation of **a new natural gas standby generator and associated equipment / site work** at Village Hall.

**A/E scope of work (not including CA Services) shall be completed by May 31, 2022.** We anticipate this project completion date may extend into 2023.

The Selected Firm will:

1. Conduct field work to determine at least two (2) location options for a new standby generator at Village Hall;
2. Create a scope of work, drawings and specifications (Construction Document bid set) for **a new natural gas standby generator and associated equipment and site work** at Village Hall;
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 bi-weekly (every two-weeks) site visits by a qualified staff member (electrical engineer preferred) during construction to verify quality and 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: Steve Ejnik, PE, RA, LEED AP

Signature of Authorized Signee: 

Title: Vice President-Facilities Date: April 27, 2022

\*Valdes signature indicates acceptance of the scope as amended in the attached proposal.

**Approved and Accepted by:  
Village of Orland Park**

E-SIGNED by George Koczvara  
on 2022-05-18 21:21:54 GMT

**George Koczvara, Village Manager**

**Date: May 18, 2022**

