

Clerk's Contract and Agreement Cover Page

Year: 2008

Legistar File ID#: 2007-0677

Multi Year: ☐

Amount \$18,500.00

Contract Type:

Professional Services

Contractor's Name:

Gifillan Callahan Nelson Architects

Contractor's AKA:

Execution Date:

12/10/2007

Termination Date:

9/30/2008

Renewal Date:

Department:

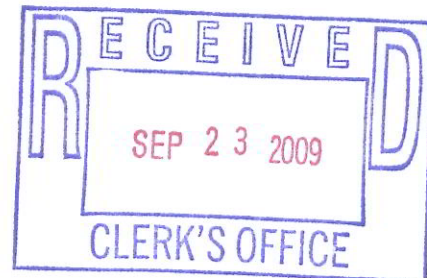
Administration/Village Manager

Originating Person:

Ellen Baer

Contract Description: Recreational Space Needs Analysis

addendum^b dated 9/9/09 for \$28,500 - rehab of old
Police Station



Monday, September 14, 2009

MAYOR
Daniel J. McLaughlin

VILLAGE CLERK
David P. Maher

14700 S. Ravinia Ave.
Orland Park, IL 60462
(708) 403-6100



VILLAGE HALL

TRUSTEES
Bernard A. Murphy
Kathleen M. Fenton
Brad S. O'Halloran
James V. Dodge
Edward G. Schussler III
Patricia Gira

September 22, 2009

Mr. Patrick Callahan
Gilfillan Callahan Nelson Architects
1500 Golf Road, Suite 1000
Rolling Meadows, Illinois 60008

RE: NOTICE TO PROCEED
Addendum B to Recreational Space and Related Facilities Needs Analysis

Dear Mr. Callahan:

Enclosed is an executed copy of the addendum dated September 9, 2009 referencing the change proposal dated November 10, 2008 to the contract dated December 10, 2007. This addendum is to include Professional Architectural Services for the Rehabilitation Work of the Old Police Department for an amount not to exceed Twenty-Eight Thousand Five Hundred and No/100 (\$28,500.00) Dollars.

If you have any questions, please call me at 708-403-6173 or Annmarie Mampe at 708-403-6199.

Sincerely,

Denise Domalewski
Contract Administrator

cc: Paul Grimes

ADDENDUM B to
Contract for Professional Architectural Services

Dated
December 10, 2007

Between
The Village of Orland Park, Illinois ("VILLAGE")
and Gilfillan, Callahan, Nelson Architects ("CONTRACTOR")

Amended
March 11, 2008

-
1. In the event of any conflict or inconsistency between the provisions of this Addendum and the Agreement, the provisions of this Addendum shall control.
 2. In **SECTION 2: SCOPE OF THE WORK AND PAYMENT:** the sentence "The CONTRACTOR agrees to provide labor, equipment and materials necessary to provide the services as described in the CONTRACT DOCUMENTS and further described below:

Provide professional architectural services to perform a recreational space and related facilities needs analysis for the VILLAGE, as further described in the "Work Plan and Schedule" section of the attached proposal dated September 7, 2007."

shall continue with the following in bold **"and the attached proposal dated November 10, 2008."**

3. In **SECTION 2: SCOPE OF THE WORK AND PAYMENT** the sentence "...and the VILLAGE agrees to pay the CONTRACTOR pursuant to the provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*) the following amount:

Eighteen Thousand Five Hundred and No/100 (\$18,500.00) Dollars, plus any reimbursable expenses incurred by the CONTRACTOR related to the WORK.

shall be stricken and replaced with the following sentence: "...and the VILLAGE agrees to pay the CONTRACTOR pursuant to the provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*) the following amount:

Eighteen Thousand Five Hundred and No/100 (\$18,500.00) Dollars, plus any reimbursable expenses incurred by the CONTRACTOR related to the WORK described in the proposal dated September 7, 2007 and Twenty-Eight Thousand Five Hundred and No/100 (\$28,500) Dollars, plus any reimbursable expenses incurred by the CONTRACTOR related to the WORK described in the proposal dated November 10, 2008."

ADDENDUM B to
Contract for Professional Architectural Services

Dated
December 10, 2007

Between
The Village of Orland Park, Illinois ("VILLAGE")
and Gilfillan, Callahan, Nelson Architects ("CONTRACTOR")

Amended
March 11, 2008

4. **SECTION 4: TERM OF THE CONTRACT:** shall be stricken in it's entirety and replaced with the following:

SECTION 4: TERM OF THE CONTRACT: This Contract shall commence on the date of execution. The WORK shall commence upon execution of this contract and receipt of a Notice to Proceed and continue expeditiously from that date until final completion, but may be terminated by either of the PARTIES for default upon failure to cure after ten (10) days prior written notice of said default from the aggrieved PARTY. The VILLAGE, for its convenience, may terminate this Contract with thirty (30) days prior written notice.

5. All of the other terms, covenants, representations and conditions of said Agreement, not deleted or amended herein shall remain in full force and effect during the effective term of said Agreement.
6. This Addendum may be executed in two or more counterparts, each of which taken together, shall constitute one and the same instrument.

This Addendum, made and entered into effective the 9th day of Sept, 2009, shall be attached to and form a part of the Agreement dated the 10th day of December, 2007 and shall take effect upon signature below by duly authorized agents of both parties.

AGREED AND ACCEPTED

FOR: THE VILLAGE

By: _____

Print Name: PAUL G. GRIMES

Title: VILLAGE MANAGER

Date: 9/17/09

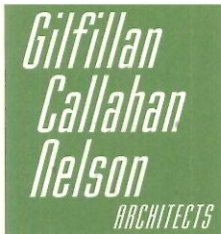
FOR: THE CONTRACTOR

By: _____

Print Name: PATRICK D. CALLAHAN

Title: VICE-PRESIDENT

Date: 9/9/09



1600 Golf Road
Suite 1000
Rolling Meadows, IL 60008
Phone: 847.952.0545
Fax: 847.952.0575
www.gcnarch.com



Architectural Services Proposal

DATE: November 10, 2008

TO: Ms. Ellen Baer
Assistant Village Manager
Village of Orland Park
14700 South Ravinia Avenue
Orland Park, IL 60462

FROM: Patrick J. Callahan

RE: Professional Architectural Services for the
Rehabilitation Work of Old Police Department

Scope of Architectural Services:

Gilfillan Callahan Nelson Architects shall provide the following services for the Village of Orland Park in accordance with the Contract for Professional Services Between the Village of Orland Park and Gilfillan Callahan Nelson Architects dated December 10, 2007 and as follows:

- Review and document existing conditions.
- Prepare detailed drawings and specification documents for bidding.
- Solicit bids per Village protocol.
- Analyze bids and prepare recommendation.
- Administer the construction contract to project close-out.

Compensation

Compensation will be based on a lump sum, not-to-exceed fee of \$28,500.

Reimbursable expenses will be invoiced at one and one-tenth (1.10) the cost billed to the Architect and shall be limited to plotting and printing costs.

Schedule

We can proceed with these assignments as soon as authorized to do so. If these terms are generally acceptable, please sign below and we will prepare the contracts. If you wish to discuss the scope of services in more detail, we are available to do so at your convenience.

If acceptable, please sign both originals and forward one fully executed original of this document to our office. Retain the other copy for your contract file.

OWNER: Ellen J. Baer

ACCOUNT MANAGER: Patrick J. Callahan

PRINT NAME: ELLEN J. BAER

PRINT NAME: Patrick J. Callahan

DATE: 7/17/09

DATE: 11/10/08

cc: Vicki Luczynski, GCNA

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/2/2008

PRODUCER
HRH A&E
425 N Martingale Rd.
Ste 1100
Schaumburg IL 60173
Fax: 847-517-9033

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Gilfillan Callahan Nelson Architects, Inc.
1600 Golf Road
Ste 1000
Rolling Meadows IL 60008

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: Everest National Insurance Co	10120
INSURER B: Travelers Property & Casualty	25674
INSURER C: Travelers Indemnity Company o	25666
INSURER D: The Phoenix Insurance Company	25623
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
D	X		GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☒ Add'l Insd Per CGD3810907 GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC	6805409L419PHX08	10/15/2008	10/15/2009	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
D			AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS	6805409L419PHX08	10/15/2008	10/15/2009	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
			GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC AGG \$
C			EXCESS/UMBRELLA LIABILITY ☒ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE RETENTION \$	XSFCUP7365Y618IND08	10/15/2008	10/15/2009	EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000 \$ \$ \$
B			WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	XJUB5951Y04608	10/15/2008	10/15/2009	☒ WC STATU-TORY LIMITS ☐ OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A			OTHER Professional Liability	48AE003517081	10/15/2008	10/15/2009	\$2,000,000 \$2,000,000 Per Claim Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

*Except for Non-Payment, 10 Days. Additional Insured applies on General Liability per form CGD3810907 as required by written contract.
Additional Insured-General Liability: Village of Orland Park

CERTIFICATE HOLDER

Village of Orland Park
Denise Domaleswski, Contract Administrator
14700 S. Ravinia Ave
Orland Park IL 60462

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30* DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



MAYOR
Daniel J. McLaughlin

VILLAGE CLERK
David P. Maher

14700 S. Ravinia Ave.
Orland Park, IL 60462
(708) 403-6100



VILLAGE HALL

TRUSTEES
Bernard A. Murphy
Kathleen M. Fenton
Brad S. O'Halloran
James V. Dodge
Edward G. Schussler III
Patricia Gira

July 22, 2009

Mr. Patrick J. Callahan
Gilfillan Callahan Nelson Architects
1600 Golf Road, Suite 1000
Rolling Meadows, Illinois 60008

RE: Addendum B Professional Architectural Services - Rehabilitation Work of Old Police Station

Dear Mr. Callahan:

This notification is to inform you that on December 1, 2008, the Village of Orland Park Board of Trustees approved awarding Gilfillan Callahan Nelson Architects the contract in accordance with the proposal you submitted dated November 10, 2008, for Professional Architectural Services - Rehabilitation Work of Old Police Station for an amount not to exceed Twenty-Eight Thousand Five Hundred and No/100 (\$28,500.00) Dollars. The delay in beginning this engagement was due to budgeting concerns, but we have recently been authorized to proceed.

Enclosed is the Addendum for Professional Architectural Services - Rehabilitation Work of Old Police Station. Please sign two (2) copies and return them both directly to me. I will obtain signatures to fully execute and date the addendum and one original executed addendum along with a signed proposal will be returned to you. This addendum will be attached to the contract dated December 10, 2007 and all certifications and terms will continue to apply.

Please return the signed addenda directly to me, Denise Domalewski, Contract Administrator, at Village Hall located at 14700 S. Ravinia Ave., Orland Park, IL 60462. You will be issued a *Notice to Proceed* letter and a purchase order when you are in full compliance with this process. If you have any questions, please do not hesitate to call me at 708-403-6173 or e-mail me at ddomalewski@orland-park.il.us.

Sincerely,
Denise Domalewski
Contract Administrator

cc: Ellen Baer



VILLAGE OF ORLAND PARK

14700 Ravinia Avenue
Orland Park, IL 60462
www.orland-park.il.us

Master

File Number: 2008-0502

File ID: 2008-0502

Type: MOTION

Status: IN BOARD OF
TRUSTEES

Version: 4

Reference:

Controlling Body: Board of Trustees

Department: Village Manager

Cost:

File Created Date : 08/01/2008

Agenda Entry: Space Needs Analysis/Rehabilitation of former Police
Station -- Waive Bids

Final Action: 12/01/2008

Title: Space Needs Analysis/Rehabilitation of former Police Station -- Waive Bids

Notes: Continuation of #2007-0677

Code Sections:

Agenda Date: 12/01/2008

Indexes:

Agenda Number:

Sponsors:

Res/Ord Date:

Attachments:

Res/Ord Number:

Drafter:

Hearing Date:

Department clerk@orland-park.il.us

Effective Date:

Contact:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	Village Manager	08/01/2008	INTRODUCED TO BOARD	Board of Trustees			
	Action Text:	INTRODUCED TO BOARD to the Board of Trustees					
0	Board of Trustees	08/04/2008	NO ACTION				
	Action Text:	This matter was for discussion only NO ACTION taken					
	Notes:	Assistant Village Manager Ellen Baer gave a brief overview of the Space Needs Analysis. As you know, Gilfillan, Callahan, Nelson Architects was chosen by the Village to complete a Space Needs Analysis of certain Village facilities. This firm was chosen because of their outstanding reputation, their relevant experience, excellent references, impressive management team and their use of a unique technology to provide digital facility plans that our staff will be able to use to manage our space in the future. The firm used REVIT modeling to give our design a "third dimension" and provided solid cost estimates on the improvements that are either needed for facility sustainability or are desired for increased functionality in the long term future.					

The Parks and Building Maintenance Department and the Recreation Department are impacted the most by this study. In addition, the Village properties such as the former Police Department facility, the Career and Counseling Center and the Old Village Hall were also included. The report provides feedback on both effective and efficient use of the space that the Village currently owns and gives suggestions for short and long term solutions to challenges that were identified.

Two booklets that comprise the final draft of the Space Needs Analysis were given to the Board. The first booklet provides the analysis, recommendations and conclusions for the facilities reviewed. The

second booklet includes the Appendices that provide all of the uses and floor plans (both existing and recommended).

Assistant Village Manager Baer indicated that Pat Callahan will give this presentation of the findings and answer questions. What was intended for tonight was for the Board to receive an overview from the architects in terms of what was found, and also ask the architect any questions that the Board may have.

Assistant Village Manager Baer noted this item is for discussion only and will lead into a discussion of facilities during the Village Board Capital Budget Meeting scheduled for August 6, 2007.

Mr. Callahan gave a power point presentation on the project.

- | | | | | | |
|---|--|------------|-------------------------|--------------------------------|------------|
| 0 | Village Manager | 09/19/2008 | INTRODUCED TO COMMITTEE | Recreation Committee | 09/22/2008 |
| | Action Text: INTRODUCED TO COMMITTEE to the Recreation Committee due back on 9/22/2008 | | | | |
| 1 | Recreation and Parks Committee | 09/22/2008 | NO ACTION | | |
| | Action Text: This matter was for discussion only NO ACTION was taken. | | | | |
| | Notes: Chairman O'Halloran stated this item will be continued to the next Recreation and Parks Committee. | | | | |
| 2 | Recreation and Parks Department | 10/22/2008 | INTRODUCED TO COMMITTEE | Recreation and Parks Committee | |
| | Action Text: INTRODUCED TO COMMITTEE to the Recreation and Parks Committee | | | | |
| 2 | Recreation and Parks Committee | 10/27/2008 | NO ACTION | | |
| | Action Text: This matter was for discussion only. NO ACTION was taken. | | | | |
| | Notes: The Space Needs Analysis was last reviewed by the Board on August 4, 2008 with facilitation by Patrick Callahan of Gilfillan, Callahan, Nelson Architects. The analysis provided recommendations for capital improvements and more efficient use of existing facilities. The document included appendices illustrating the existing and recommended uses using floor plans as a guide. | | | | |

As you know, to accomplish the initial study, the consultant took an objective look at the various programmed and non programmed spaces and worked with key stakeholders to understand their needs and current obstacles in using these spaces. They reviewed facilities and equipment storage needs of the Parks Department. They did a full review of the facilities and identified areas that are in need of structural repair or improvements requiring capital investment by the Village. Finally, the study team suggested options for changes to the facilities and capital improvements which would more efficiently accommodate existing and future uses.

The action taken to date by the Board includes only that made during the Village Board Capital Budget Meeting when a decision was made to fund the rehabilitation costs for the former Police Station facility at 14600 Ravinia Avenue during this fiscal year.

Pat Callahan gave a brief presentation to the Board on the utilizations of Village buildings. Discussion was on the potential future use of the former Police Station facility as well as some of the interim improvements for the Parks Department facility.

Continued discussion of the report recommendations will return several times in the coming year as we continue to plan for our facilities for future fiscal years

- | | | | | | |
|---|---|------------|--------------------------|----------------------|------|
| 3 | Village Manager | 11/20/2008 | INTRODUCED TO COMMITTEE | Recreation Committee | |
| | Action Text: INTRODUCED TO COMMITTEE to the Recreation Committee | | | | |
| 3 | Recreation and Parks Committee | 11/24/2008 | RECOMMENDED FOR APPROVAL | Board of Trustees | Pass |
| | Action Text: A motion was made by Trustee Edward Schussler, seconded by Chairman Brad O'Halloran that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion CARRIED by the following vote: | | | | |
| | Notes: As directed at the October Recreation Committee meeting, staff has obtained a proposal from Gilfillan, Callahan, Nelson Architects (GCN) for architectural services for rehabilitation work at the former police station facility. Due to the work already completed by GCN Architects, staff recommends that bids be waived and the village accept the proposal for \$28,500 plus reimburseables for the work described in the Architectural Service Proposal dated November 10, 2008. | | | | |

Aye: 2 Chairman O'Halloran, and Trustee Schussler

Nay: 0

Absent: 1 Trustee Dodge

- 4 Village Manager 11/25/2008 INTRODUCED TO Board of Trustees
BOARD

Action Text: INTRODUCED TO BOARD to the Board of Trustees

- 4 Board of Trustees 12/01/2008 APPROVE Pass

Action Text: A motion was made by Trustee Edward Schussler, seconded by Trustee Patricia Gira, that this matter be APPROVE. The motion CARRIED by the following vote:

Notes: *As directed at the October Recreation Committee meeting, staff has obtained a proposal from Gilfillan, Callahan, Nelson Architects (GCN) for architectural services for rehabilitation work at the former police station facility. Due to the work already completed by GCN Architects, staff recommends that bids be waived and the village accept the proposal for \$28,500 plus reimbursables.*

Aye: 7 Trustee Murphy, Trustee Fenton, Trustee O'Halloran, Trustee Dodge, Trustee Schussler, Trustee Gira, and Village President McLaughlin

Nay: 0

Text of Legislative File 2008-0502

Title/Name/Summary

Space Needs Analysis/Rehabilitation of former Police Station -- Waive Bids

History

As directed at the October Recreation Committee meeting, staff has obtained a proposal from Gilfillan, Callahan, Nelson Architects (GCN) for architectural services for rehabilitation work at the former police station facility. Due to the work already completed by GCN Architects, staff recommends that bids be waived and the village accept the proposal for \$28,500 plus reimburseables for the work described in the attached document.

Financial Impact

The village budgeted \$518,093 for the rehabilitation work to be completed in fiscal year 2009. The GCN proposal represents a fee of 6% (or a not to exceed fee of \$28,500) for their work. This is in keeping with standard costs for architectural services.

On November 24, 2008 this item was reviewed and approved by the Recreation Committee and referred to the Board for approval.

Recommended Action/Motion

I move to approve waiving bids and accept the proposal from Gilfillan, Callahan, Nelson Architects for rehabilitation of the former Police Station.