

Police Department Mezzanine Expansion Scope of Work

The Selected A/E Firm will provide Construction Design (CD) Documents and Specifications for the **Police Department Mezzanine Expansion**. Proposals should include design development, cost estimating, bid documents, bidding assistance and construction administration.

The Police Department mezzanine is used for the storage of sensitive documents and case-related evidence. The size of the current mezzanine is inadequate for their needs and have asked for the area to be expanded.

All existing building plans will be provided to the selected A/E Firm; however, it is unclear if all necessary structure detail is provided in these plans. As such, the selected firm shall provide any and all necessary structural assessments, calculations and designs associated with this project.

The Selected Firm's schematic design documents shall be completed and submitted to the Village by **June 1, 2024**, while CD Documents and Specifications must be completed by **November 1, 2024**. This project is anticipated to be constructed in early Spring, 2025, and as such, Construction Administration services are expected to be completed by **June 1, 2025**.

The Selected Firm will:

1. Present at least (2) concept mezzanine layout options, including floor plans/elevations and an approximate cost estimate for each option to the Police and Public Works Departments;
2. Provide any and all necessary structural assessments, calculations and designs associated with this project;
3. Create a scope of work statement, construction documents and specifications (Construction Document bid set) for the preferred option for **an expansion to the existing mezzanine storage area** at the Police Department Building;
4. Provide Construction Administration 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. Review the Contractor's Project Schedule, Submittal Schedule and Equipment Matrix and list of proposed subcontractors;
 - e. Assist the Village will project phasing/scheduling/milestone schedule for full project scope of work;
 - f. Perform regular site visits by a qualified staff member during construction to verify quality and progress of work;
 - g. Notify Owner and Contractor in writing of any work not in conformity with the Construction Documents;
 - h. Monitor the Contractor's schedule for the construction phase work;
 - i. Review of shop drawings and submittals for conformance with Construction Documents;
 - j. Review and respond to contractor RFIs and change order requests;
 - k. Prepare, assemble and distribute project punch list(s);
 - l. Determine the Dates of Substantial Completion and Final work observation;
 - m. Review Contractor's guarantees and warranties;
 - n. Review Contractor's record drawings, O&M instructions, and all other close-out documentation;
 - o. Review as-built documents for completeness at Substantial Completion and Final Completion.

The Village is requesting firms provide a bidding fee as follows:

- A lump sum fee to complete the Project as described above.
- Proposed lump sum fee: \$ 50,202.00

Please include a completed "A-E Proposal Form" with submittal.

AUTHORIZATION & SIGNATURE

Name of Authorized Signee: Mark S. Bushhouse, AIA, NCARB, LEED AP

Signature of Authorized Signee: 

Title: President / Managing Principal Date: 4 April 2024

A-E FEE ITEMIZATION

Date/Scope: 4-Apr-24

Date of Estimate:

Project Title: Village of Orland Park Police Department Mezzanine Expansion	Contract #: P.T.O. BASIC RATES	ECC:
Location:	A-E Firm: Williams Architects	

SECTION A - DESIGN

Item	No of DWGS	Professional			Sub-Professional		
		Manhours	Rate	Cost	Manhours	Rate	Cost
1 Data Gathering/Existing Building Review							
2 Associate Principal		4	223.00	892.00			
3 Project Coordinator II		12	105.00	1,260.00			
4 Conceptual Design Options							
5 Associate Principal		4	223.00	892.00			
6 Project Coordinator II		16	105.00	1,680.00			
7 Conceptual Design Cost Estimating							
8 Cost Estimating Consultant		12	223.00	2,676.00			
9 Associate Principal		2	223.00	446.00			
10 Project Coordinator II		2	105.00	210.00			
11 Presentation of Conceptual Design							
12 Associate Principal		4	223.00	892.00			
13 Project Coordinator II		4	105.00	420.00			
14 Design Phase (SD, DD, CD)							
15 Associate Principal (QA/QC)		8	223.00	1,784.00			
16 Associate (Code Compliance)		8	203.00	1,624.00			
17 Project Coordinator II		32	105.00	3,360.00			0.00
18 Admin		8	135.00	1,080.00			0.00
19 Owner Review Meeting (1)							0.00
20 Associate Principal		4	223.00	892.00			
21 Project Coordinator II		4	105.00	420.00			0.00
22 Bidding							0.00
23 Associate Principal		2	223.00	446.00			0.00
24 Project Coordinator II		6	105.00	630.00			0.00
25 Engineering Services (Allowances - Scope TBD)							0.00
26 Mechanical / Plumbing		32	180.00	5,760.00			0.00
27 Electrical		24	180.00	4,320.00			0.00
28 Fire Protection		16	180.00	2,880.00			0.00
29 Totals	0	204		32,564.00	0		0.00
30 Total Direct Labor (Professional and Sub-Professional)				(rounded)			32,564
31 Overhead	x		\$32,564				0
32 Total Direct Labor and Overhead							32,564
33 Profit	x		\$32,564				0
34 Total Fee for Design Services				of ECC			\$32,564

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	500
7	Total Fee for Engineering Services, Reproduction, and Travel	\$500

SECTION C - POST CONSTRUCTION AWARD SERVICES							
		Professional			Sub-Professional		
		Manhours	Rate	Cost	Manhours	Rate	Cost
1	Post Award Design Support						0.00
2	Associate Principal	16	223.00	3,568.00			0.00
3	Project Coordinator II	48	105.00	5,040.00			0.00
4	Office Consultation/Submittal Review						0.00
5	Associate Principal	4	223.00	892.00			0.00
6	Project Coordinator II	32	105.00	3,360.00			0.00
7	Closeout						0.00
8	Associate Principal	4	223.00	892.00			0.00
9	Project Coordinator II	24	105.00	2,520.00			0.00
10	As Built Drawing Preparation						0.00
11	Associate Principal	2	223.00	446.00			0.00
12	Project Coordinator II	4	105.00	420.00			0.00
13	Total Direct Labor						\$17,138
14	Overhead	0.00% x		\$17,138			0
15	Total Direct Labor & Overhead						17,138
16	Profit	0.0% Task Order		\$17,138			0
17	Total Direct Labor, OH, and Profit						17,138
					Mandays	Rate	Cost
18	OTHER						0
19	OTHER						0
20	OTHER						0
21	Total Fee for Post Construction Award Services						\$17,138

TOTAL FEE: DESIGN, ENGR. SVCS, REPRO, TRAVEL (SECTIONS A & B)	\$33,064
GRAND TOTAL FEE: DESIGN, ENGR. SVCS, REPRO, TRAVEL, AND PCAS	\$50,202

A-E Name: Williams Architects	Date: 4/4/2024
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A-E Signature: 

