

CLERK'S CONTRACT and AGREEMENT COVER PAGE

Legistar File ID#: 2022-0020

Innoprise Contract #: C22-0058

Year: 2022

Amount:

Department: Public Works

Contract Type: Master Service Agreement

Contractors Name: Williams Associates Architects LTD

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

1. Exhibit B - Village Center Soffits, Windows, Caulking and Emerg. Ladders
2. Exhibit B - Legistar File #2022-0673 - A/E Services for CPAC Facility Assessment.
3. Exhibit B - Legistar File #2022-0786 - A/E Services for VH Security Upgrade Project - total not to exceed \$60,503.10 (\$57,622.00 plus a 5% contingency of \$2,881.10)
4. Exhibit B - Legistar File #2023-0239 - A/E Services for Facility ADA Assessment and Transition Plan - total not to exceed \$69,656.40 (\$63,324 plus 10% contingency of \$6,332.40)
5. Exhibit B - Contract # 20230411 - Metra & Parking Garage Assessment (\$23,865.00)
6. Exhibit B - Contract # 20230435 - A/E Services for Demolition plans of Cultural Arts Center (\$41,380.00 + \$4,138.00 contingency = \$45,518.00)
7. Exhibit B - Legistar File # 2024-0285/Contract #20240273 - A/E Services for PD Mezzanine Expansion Design.
8. Exhibit B - Legistar File # 2024-0285/Contract #20240273 - Change Order #1 - Request to utilize \$2,020.00 of contingency funds for additional structural investigations that were needed to complete project design.



ORLAND PARK

REQUEST FOR CHANGE ORDER # 1

Purchase Order/ Contract #: 24000847 / 20240273

Change Order Request Date: 9/20/2024

Company Name: Williams Architects

Contract Title: A/E FOR PD MEZZANINE EXPANSION DESIGN

NOTE: The above referenced contract is for a fixed not to exceed amount and scope of services. For any change to the contract amount or scope of services this form must be completed and signed by the contractor and approved and authorized by the Village of Orland Park **BEFORE** commencing with any work beyond the dollar amount or scope of the original, or previously amended contract/purchase order.

Item	Description	Amount
A	Original contract value (without contingency)	\$ 50,202.00
B	Total amount of previous change orders for contract (not contingency)	\$ 0.00
C	Total current contract amount (A + B)	\$ 50,202.00
D	Amount of this change order for contract (+ or -)	\$ 0.00
E	Revised contract amount (C + D)	\$ 50,202.00
F	Percent of current contract amount this change order represents (D/C)	0.00%
G	Cumulative percent of all change orders (B + D)/A	0.00%
H	Original contract completion date	6/1/24
I	Revised contract completion date	
J	Total amount of contingency	\$ 5,020.00
K	Amount of this contingency funds request	\$ 2,020.00
L	Amount of previous contingency funds approved	\$ 0.00
M	Contingency funds remaining	\$ 3,000.00

Brief description of services provided under the contract:

A/E Services for the PD Mezzanine Expansion Design

Reason for requested change: *(if requesting approval for contingency funds, date extension by a total of 30 days or more, identify % and amount on contract)*

Requesting the use of contingency funds in the amount of \$2,020.00 for additional structural investigations which are needed to complete the project design.

For Village Use Only: IN ACCORDANCE WITH 720 ILCS 5/33E-9 this section shall only apply to a change order or a series of change orders which authorize or necessitate an increase or decrease in either the cost of a public contract by a total of \$25,000 or more or the time of completion by a total of 30 days or more (up to 180 days).

As the authorized designee of the Village of Orland Park to approve a change order to this public contract, I hereby make the following written determination regarding this change order and authorize and approve the same:

- The circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed
- The change is germane to the original contract as signed
- The change order is in the best interest of the Village of Orland Park and authorized by law

This written determination and this written change order resulting from that determination shall be preserved in the contract's file which shall be open to the public for inspection.

Company Name: Williams Architects

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Village of Orland Park

Signature: Jim Culotta

Printed Name: Jim Culotta

Title: Interim Village Manager

Date: 11-25-24



16 September 2024

Mr. Michael Mazza
Operations Manager – Natural Resources and Facilities
Village of Orland Park
14700 S Ravinia Avenue
Orland Park, IL 60462

RE: Village of Orland Park Police Department Evidence Storage Expansion
Request for Change Order #1
WA Project No.: 2024-039

Dear Mr. Mazza:

We are requesting a change order, for the above-mentioned project, in the sum of \$2,020.00 We appreciate your consideration and approval.

A summary of the project A/E fees is as follows:

Total Amount This Change Order	\$ 2,020.00
The Contract Sum Prior to this Change Order Was	\$ 50,202.00
The Contract Sum Following This Change Order Is	\$ 52,222.00

Cordially,

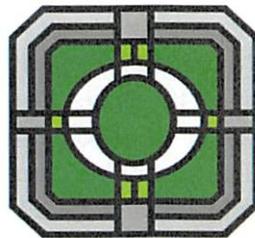
A handwritten signature in blue ink, appearing to read 'M. Rohde', with a long horizontal flourish extending to the right.

Marc C. Rohde, AIA
Associate Principal / Project Manager

Cc: Kevin Zolnierowicz, Williams Architects
Sonja Sporleder, Williams Architects

VILLAGE OF ORLAND PARK

*14700 S. Ravinia Avenue
Orland Park, IL 60462
www.orlandpark.org*



Meeting Minutes

Monday, April 15, 2024

7:00 PM

Village Hall

Board of Trustees

*Village President Keith Pekau
Village Clerk Patrick R. O'Sullivan
Trustees, William R. Healy, Cynthia Nelson Katsenes, Michael R. Milani,
Sean Kampas, Brian Riordan and Joni Radaszewski*

2024-0285 A/E Services - Police Department Mezzanine Expansion Design

In 2022, the Public Works Department established Master Service Agreements (MSAs) for Professional MEP and Architectural Services with seven (7) firms based on RFQ 22-004. The MSAs allow the Village to request proposals from these pre-qualified A/E firms for facility improvement projects from 2022-2024, with the option to extend any or all of those contracts for an additional two (2) years. The Board approved selected firms were Cordogan Clark Associates, Farnsworth Group Inc., Kluber Architects Engineers, Valdes Engineering Company, Tria Architecture, Williams Architects, and Robert Juris Associates Architects. The MSA with Robert Juris Associates Architects expired at the end of 2023.

On March 18, 2024, Public Works staff met with representatives from the pre-qualified A/E firms to discuss the Police Department Mezzanine Expansion. 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 Police Department staff have asked for the area to be expanded. The A/E scope of work includes Construction Design (CD) Documents and Specifications for the Police Department Mezzanine Expansion. Proposal prices include design development, cost estimating, bid documents, bidding assistance, and construction administration.

The full project scope of work, including a scope of work amendment, and project proposals are attached for reference. A summary of proposals is provided below:

Williams Architects - \$50,202.00
Cordogan Clark Associates - \$58,834.00
Farnsworth Group Inc. - \$75,526.00
Valdes Engineering Company - \$86,979.00
Kluber Architects Engineers - Opted to Not Submit a Proposal
Tria Architecture - Opted to Not Submit a Proposal

While not the low bidder for this project, the Public Works Department has not yet had an opportunity to work with Cordogan Clark Associates to date. In an effort to distribute work amongst all pre-qualified A/E firms as well as understand the full capabilities of each firm, Public Works is requesting to select the second lowest bidder for this particular project. As such, staff recommends approving the proposal from Cordogan Clark Associates for \$58,834.00. A 10% (\$5,883.40) contingency is requested to address change orders made necessary by circumstances not reasonably foreseeable at the time the proposal was signed for a total A/E cost not to exceed \$64,717.40.

Trustee Kampas had comments and questions. (refer to audio)

Director of Public Works Joel Van Essen responded Trustee Kampas. (refer to audio)

President Pekau had comments. (refer to audio)

Trustee Kampas made a motion to amend the motion to move to approve the proposal from Williams Architects for A/E Services - Police Department Mezzanine Expansion Design for a total amount not to exceed \$55,222.00 (\$50,202.00 plus 10% contingency of \$5,020.00); and authorize the Village Manager to execute all related contracts, subject to Village Attorney review; and allow the Village Manager to approve change orders not to exceed the contingency amount. (refer to audio)

It was seconded by Trustee Katsenes. All were in favor. (refer to audio)

After the item was voted on, Village Manager George Koczwara and President Pekau had comments. (refer to audio)

I move to approve the proposal Williams Architects for A/E Services - Police Department Mezzanine Expansion Design for a total amount not to exceed \$55,222.00 (\$50,202.00 plus 10% contingency of \$5,020.00);

AND

Authorize the Village Manager to execute all related contracts, subject to Village Attorney review;

AND

Allow the Village Manager to approve change orders not to exceed the contingency amount.

A motion was made by Trustee Kampas, seconded by Trustee Nelson Katsenes, that this matter be APPROVED. The motion carried by the following vote:

Aye: 6 - Trustee Healy, Trustee Nelson Katsenes, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

Nay: 0

Absent: 1 - Trustee Milani

Respectfully Submitted,

/s/ Patrick R. O'Sullivan

Patrick R. O'Sullivan