

## Police Department Mezzanine Expansion Scope of Work (Revised)

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. An updated floor plan (.dwg) will be provided to the Selected A/E firm.

The Selected Firm's concept design documents shall be completed and submitted to the Village by **July 15, 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, ADA and Building Code review 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.

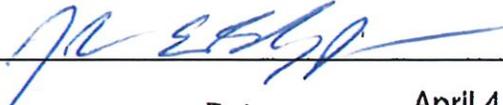
The Village is requesting firms provide a bidding fee as follows:

- A lump sum fee to complete the Project as described above.
- Proposed lump sum fee: \$ 75,526.00

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

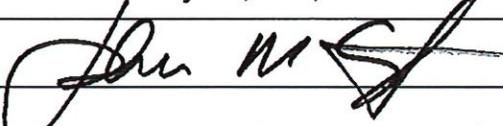
**AUTHORIZATION & SIGNATURE**

Name of Authorized Signee: John E. Bishop Jr, AIA, NCARB, LEED AP

Signature of Authorized Signee: 

Title: Architecture Principal Date: April 4, 2024

Name of Authorized Signee: John M Stryker, AIA, LEED AP

Signature of Authorized Signee: 

Title: Sr. Architectural Manager Date: April 4, 2024

Project Title: <b>Police Department Mezzanine Expansion</b>	Contract #: <b>P.T.O. BASIC RATES</b>	ECC:
Location: <b>15100 S Ravinia Ave</b>	A-E Firm: <b>Farnsworth Group</b>	

**SECTION A - DESIGN**

Item	No of DWGS	Professional			Sub-Professional		
		Manhours	Rate	Cost	Manhours	Rate	Cost
1 Principal				0.00			
2 Project Manager		20	225.00	4,500.00			
3 Quality Control		8	230.00	1,840.00			
4 Civil Engineer				0.00			0.00
5 Traffic Engineer				0.00			0.00
6 Structural Engineer		19	230.00	4,370.00	88	205.00	18,040.00
7 Mechanical Engineer		8	230.00	1,840.00	24	180.00	4,320.00
8 Electrical Engineer		8	225.00	1,800.00	24	150.00	3,600.00
9 Architect		24	225.00	5,400.00	80	130.00	10,400.00
10 Landscape				0.00			0.00
11 Fire Protection Eng		4	230.00	920.00	12	180.00	2,160.00
12 Cost Estimator		4	225.00	900.00			0.00
13 Admin							0.00
14 Spec/Report Writer				0.00			0.00
15 Totals	0	95		21,570.00	228		38,520.00
16 Total Direct Labor (Professional and Sub-Professional)				(rounded)			60,090
17 Overhead	x		\$60,090				0
18 Total Direct Labor and Overhead							60,090
19 Profit	x		\$60,090				0
20 Total Fee for Design Services				of ECC			\$60,090

**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		436
7 Total Fee for Engineering Services, Reproduction, and Travel		\$436

**SECTION C - POST CONSTRUCTION AWARD SERVICES**

		Professional			Sub-Professional		
		Manhours	Rate	Cost	Manhours	Rate	Cost
1 Post Award Design Support		24	225.00	5,400.00	24	205.00	4,920.00
2 Office Consultation/Submittal Review		8	225.00	1,800.00	16	180.00	2,880.00
3 As Built Drawing Preparation				0.00			0.00
4 Total Direct Labor							15,000
5 Overhead	0.00% x		\$15,000				0
6 Total Direct Labor & Overhead							15,000
7 Profit	0.0% Task Order		\$15,000				0
8 Total Direct Labor, OH, and Profit							15,000
					Mandays	Rate	Cost
9 OTHER							0
10 OTHER							0
11 OTHER							0
12 Total Fee for Post Construction Award Services							\$15,000

<b>TOTAL FEE: DESIGN, ENGR. SVCS, REPRO, TRAVEL (SECTIONS A &amp; B)</b>	<b>\$436</b>
<b>GRAND TOTAL FEE: DESIGN, ENGR. SVCS, REPRO, TRAVEL, AND PCAS</b>	<b>\$75,526</b>

A-E Name: <b>Farnsworth Group</b>	Date: <b>4/4/2024</b>
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A-E Signature: 

**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
<b>Profit</b>		\$0.00
<b>Total</b>		<b>\$0.00</b>

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

days	@	per day	Total	\$0

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

8-1/2 x 11 Copies (B&W)	copies	submittal	per page	\$0.00
8-1/2 x 11 Copies (color)	copies	submittal	per page	\$0.00
Deliveries	deliveries	quantity	per delivery	\$0.00
11 x 17 copies	sheets	submittal	per sheet	\$0.00
D-Size copies	sheets	submittal	per copy	\$0.00
Binding and packaging	LS	submittal	per package	\$0.00
Photos 8-1/2 x 11	copies	submittal	per copy	\$0.00
Magnetic Media	CD Roms	submittal	per CD Rom	\$0.00
<b>Total</b>				<b>\$0.00</b>

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

Description	Amount	Description	Amount
\$0		\$0	<b>Total \$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	650 Miles @	\$0.67 per mile	=	\$435.50
Hotel	Night @	per night	=	\$0.00
<b>Total Travel Expenses</b>			<b>Total</b>	<b>\$435.50</b>

Travel on a reimbursible basis