

CLERK'S CONTRACT and AGREEMENT COVER PAGE

Legistar File ID#: 2022-0899

PO #: 23000384

Start date: 1/19/2023

End date: 1/15/2024

Amount: \$ 32,000.00

Contingency Amount:

Department: Public Works

Contract Type: MSA - A/E Services

Contractors Name: Valdes Engineering Company

Status of Ownership: Minority-Owned

Status of Sub: N/A

Certification: Attached

Self-Certifying

Did not disclose

Contract Description: A/E Services - Police Department Firing Range and EOC Facility Project.
2023-0444 Exhibit B: Amendment #1 - Modify Contract Documents & Compensation to Schematic Design of PD Firing Range & EOC.
2023-0444 Exhibit B: Change Order #1 - Requesting to extend completion date from 1/15/2024 to 3/1/2024.



REQUEST FOR CHANGE ORDER # 1

Purchase Order/ Contract #: 23001379

Change Order Request Date: 1/2/2024

Company Name: Valdes Engineering Company

Contract Title: Exhibit B - Schematic Design & Construction Documents of Police Department Firing Range & EOC Facility

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)	\$ 408,200.00
B	Total amount of previous change orders for contract (not contingency)	\$ 0.00
C	Total current contract amount (A + B)	\$ 408,200.00
D	Amount of this change order for contract (+ or -)	\$ 0.00
E	Revised contract amount (C + D)	\$ 408,200.00
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	1/15/24
I	Revised contract completion date	3/1/24
J	Total amount of contingency	\$ 0.00
K	Amount of this contingency funds request	\$ 0.00
L	Amount of previous contingency funds approved	\$ 0.00
M	Contingency funds remaining	\$ 0.00

Brief description of services provided under the contract:

Schematic Design & Construction Documents of Police Department Firing Range & EOC Facility

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 to extend completion date from January 15, 2024 to March 1, 2024. Additional time is need to finalize CDs after Plan Commission/Board review process.

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 \$10,000 or more or the time of completion by a total of 30 days or more.

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: Valdes Architecture and Engineering

Signature: Steve Ejnik Digitally signed by Steve Ejnik
Date: 2024.01.08 13:04:39 -05'00'

Printed Name: Steve Ejnik

Title: Vice President-Facilities

Date: January 8, 2024

Village of Orland Park

Signature:

Printed Name: George Koczvara

Title: Village Manager

Date: 1/11/2024

Exhibit B

Revised January 3, 2024
SFE

Police Department Firing Range and EOC Facility, and Impound Lot Project Scope of Work

The Selected Firm will provide Schematic Design (SD) Documents, Construction Design (CD) Documents and Specifications for the Police Department Firing Range and EOC Facility, and Impound Lot Project. This project is anticipated to be completed in one (1) phase with an estimated initial construction start date of Spring 2024. It should be noted that the Village is exploring options for construction oversight, including Construction Management. A decision on Construction Management will occur prior to the completion of the Schematic Design noted below. The Village may negotiate a separate Construction Administration percentage in Fall 2023 with the Selected Firm. At this time, the Village has a target cost of \$8,000,000. One of the goals of schematic design is refine the cost estimates for more accurate budgetary costs and ideas to reduce the cost.

The Selected Firm's schematic design documents shall be completed and submitted to the Village by **June 1, 2023**. The Village may bid the construction of this project in February 2024. As such, CD Documents and Specifications must be completed by ~~January 15, 2024~~. **March 1, 2024**. SFE

As such, the Village is requesting firms provide the bidding fee as follows:

1. A lump sum fee to complete SD Documents
2. ~~A percentage fee to complete CD Documents and Specifications~~
3. **A not-to-exceed fee to complete CD Documents and Specifications**

Schematic Design Documents will include:

1. Site Plan, Floor Plan, Rendered Elevations, Storm Water Investigations, Preparatory Documents (including a full list of anticipated permit requirements), Generator and Fuel Tank Sizing, and the identification of any potential grant opportunities for this project. Topographic site surveying and Geotechnical investigations will be reimbursable expenses and should be included in the Schematic Design cost. A budgetary cost estimate based on the Schematic Plan should also be included. The Selected Firm may be asked to present project plans and projected budget to the Village Board or other Village Administrators.

Construction Design Documents and Specifications will at minimum include:

1. Requirement set forth in the Village's Land Development Code and/or any other applicable code requirements;
2. Meet storm shelter requirement for an Emergency Operations Center per ICC 500, including peer review;
3. Create drawings/specifications for the full project scope of work into a single Construction Document bid set, (including life safety, low voltage, AV, Communication and Backup power-generator);
4. If a Construction Manager is approved, provide drawings and specifications to allow them to estimate the project. Also, invite the Construction Manager to key design meetings that could help meet project cost goals.

Construction Administration Services will be better defined based on the Construction Manager decision. If the Village does not utilize a Construction Manager, the following would be the requirements for Construction Administration Services:

1. Participate in (1) Pre-Bid meeting and assist with responding to follow up questions;
2. Participate in (1) Pre-Construction Meeting prior to start of construction;
3. Act as Village's representative during the Construction Phase, advising and consulting accordingly;
4. Review the Contractor's Project Schedule, Submittal Schedule and Equipment Matrix and list of proposed subcontractors;
5. Assist the Village with project phasing/scheduling/milestone schedule for full project scope of work;
6. Perform site visits during construction to verify quality and progress of work;
7. Notify Owner and Contractor in writing of any work not in conformity with the Construction Documents;
8. Monitor the Contractor's schedule for the construction phase work;
9. Review of shop drawings and submittals for conformance with Construction Documents;
10. Review and respond to contractor RFIs and change order requests;
11. Review change orders of contractors;
12. Prepare, assemble and distribute project punch list(s);

13. Determine the Dates of Substantial Completion and Final work observation;
14. Review Contractor's guarantees and warranties;
15. Review Contractor's record drawings, O&M instructions, and all other close-out documentation;
16. Review as-built documents for completeness at Substantial Completion and Final Completion.

COMPENSATION

- A lump sum fee to complete SD Documents \$ 32,200.00 (incl. survey & geotech)
- ~~A percentage fee to complete CD Documents and Specifications 4.70%~~
- A not-to-exceed fee to complete CD Documents and Specifications \$376,000.00

AUTHORIZATION & SIGNATURE

Name of Authorized Signee: Steve Ejnik

Title: Vice President-Facilities

Signature of Authorized Signee

Date: June 27, 2023



Approved and Accepted by:
Village of Orland Park



George Koczvara, Village Manager

Date: 1/11/2024



VILLAGE OF ORLAND PARK

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

Master

File Number: 2023-0444

File ID: 2023-0444	Type: MOTION	Status: IN BOARD OF TRUSTEES
Version: 0	Reference:	Controlling Body: Board of Trustees
Agenda Entry: A/E Services - Police Department Firing Range and EOC Facility Project CDs		File Created Date : 05/26/2023
Title: A/E Services - Police Department Firing Range and EOC Facility Project CDs		Final Action:

Notes:

Sponsors:

Res/Ord Date:

Attachments: Board Report 2022-0899, Proposal-Valdes, Exhibit B - Amendment #1

Res/Ord Number:

Drafter:

Hearing Date:

Department Contact:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	Public Works Department	05/26/2023	INTRODUCED TO COMMITTEE	Committee of the Whole			
0	Committee of the Whole	06/05/2023	RECOMMENDED FOR APPROVAL	Board of Trustees			Pass

Text of Legislative File 2023-0444

..Title

A/E Services - Police Department Firing Range and EOC Facility Project CDs

History

On January 16, 2023, the Village Board approved the proposal from Valdes Engineering for the creation of Schematic Design (SD) documents for the Police Department Firing Range and EOC Facility Project (see 2022-0899). The approval allowed for the completion of the SDs only for this project. As the five (5) year capital plan had not been completed at the time, approval for the next step of the project design, Construction Documents (CDs), were not included in the Board's approval.

As the Village's five (5) year capital plan now includes the construction of the Police

Department Firing Range and EOC Facility in 2024, the completion of CDs is now necessary.

As such, the Public Works Department is requesting approval from the Village Board to approve the proposal from Valdes Engineering to complete the CDs for the Police Department Firing Range and EOC Facility Project. Valdes' proposal included a 4.70% percentage fee to complete CD Documents and Specifications for this project.

As the target construction cost for the project is \$8,000,000, and the fee for the completion of the CDs is 4.7% of this cost, the cost for the completion of Construction Design Documents and Specifications for the Police Department Firing Range and EOC Facility Project would be an amount not to exceed \$376,000.00.

This agenda item is being considered by the Committee of the Whole and the Village Board of Trustees on the same night.

Financial Impact

Funding in the amount of \$376,000.00 is approved in budget amendment on June 5 for FY2023 in capital account 3008010-432500 for the completion of CDs for the Police Department Firing Range and EOC Facility Project.

Recommended Action/Motion

I move to recommend to the Village Board to approve the proposal from Valdes Engineering for the completion of Construction Design Documents and Specifications for the Police Department Firing Range and EOC Facility Project for a cost not to exceed \$376,000.00.