

October 25, 2023

Michael Mazza
Operations Manager-Natural Resources and Facilities
Village of Orland Park
14700 Ravinia Avenue
Orland Park, Illinois 60462

Re: Police Department Firing Range / EOC Construction Administration Services

Dear Mike:

Valdes Architecture & Engineering (Valdes AE) is pleased to provide this proposal to the Village for provision of bidding and construction administration services for the new Police Firing Range/Emergency Operations Center.

OVERVIEW

The Village of Orland Park is planning a new Police Firing Range and Emergency Operations Center in the Village to replace the old firing range on the Public Works site. Valdes AE is currently in the process of generating the bidding documents for the project. In anticipation of bidding and construction starting in the spring of next year, the Village has requested a proposal from Valdes AE to provide construction administration services.

SCOPE OF WORK

Valdes AE will provide bidding and construction administration services for the new firing range / EOC project. Specific scope items include:

Bidding Phase

1. Attend one pre-bid meeting with the Village and prospective construction contractors. 12 hours are included for this item.
2. Address contractor questions (RFIs) and issue any required bid addendums.
3. Review received contractor bids and make a contractor selection recommendation, based on received bids, to the Village.

Construction Phase

1. Provide an issued for construction set. The issued for bidding set will be updated to incorporate RFIs received and clarifying sketches generated during the bidding phase.
2. Attend one pre-construction meeting and generate meeting minutes. 12 hours are included for this item (attendance by PM, Principal & Project Architect).
3. Answer contractor requests for information.
 - Review of 30 RFIs or 45 hours are included for this item for all disciplines.
4. Provide architect's supplemental information (ASIs) as required to facilitate construction.
5. Review contractor submittals (shop drawings, cut sheets, product samples, etc.)
 - 100 hours are included for all disciplines for review of submittals.
6. Attend periodic construction meetings on-site.
 - Valdes AE assumes a ten-month construction duration and assumes that construction meetings will occur once a week beginning in the second month of construction. Includes up to two team members per visit (i.e., PM, architect, mechanical engineer, etc.) as required. Attendance will be in person at least twice a month, other meetings will be by virtual attendance. Bi-weekly on-site visits will include site observation.
7. Review and approve monthly contractor pay applications/waivers and provide comments as necessary.
8. Review and approve contractor's change order requests and provide comments.
9. Provide one punch list walkthrough at substantial completion and generate a punch list.
10. Provide one punch list completion verification walk through after notification of completion by contractor.
11. Provide a record document set. The record document set will be generated from contractor red lines generated throughout construction which note specific deviations from the issued for construction set. The record documents will be issued in AutoCad (.dwg) and PDF format. 16 hours are included for this item.

Additional Design Services

1. Provide additional design services for the Orland Park Fire District (OPFD) scope of work.
 - Integrate OPFD spaces into the existing firing range floor plan. Required spaces include dispatch area and associated spaces along with enhanced facilities to accommodate police as well as fire personnel.

FEE

We propose to provide the professional services described herein for the Lump Sum amounts shown below, invoiced on a monthly, percent complete basis and in accordance with Master Agreement for Professional Services Dated 06/01/2021. Expenses are included in the lump sum fee.

Bidding & Construction Administration Services as described above	\$156,300
Additional Design Services	\$10,000

Purchase orders should be emailed to Accounting@valdeseng.com and sejnik@valdeseng.com.

SCHEDULE

As determined by the Village and the selected contractor.

Work shall be completed before May 15, 2025.

Valdes Architecture and Engineering appreciates the opportunity to continue to work with the Village of Orland Park on the Firing Range project.

Sincerely,



Steve Ejnik, PE, RA, LEED AP
Vice President-Facilities
Valdes Architecture and Engineering