

September 3, 2025

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

Re: FLC Fire Pump-Final Design

Dear Mike:

Please see described below our proposal for generation of bidding documents for installation of a fire pump at the Franklin Loebe Center (FLC) on the Village Government Campus.

PROJECT BACKGROUND

The Village of Orland Park is interested in disconnecting the existing campus fire pump serving FLC and removing the fire water main routed under the pond. Consequently, the Village has requested a proposal from Valdes Architecture & Engineering (Valdes AE) for production of bidding documents to allow the Village to procure bids for the installation of the new fire pump.

SCOPE OF SERVICES

The scope of services includes architectural modifications to limited areas of the corridors adjacent to the location of the new fire pump along with basic fire protection engineering and production of design documents, as well as provision of bid, construction administration and commissioning services, as detailed below.

Design Documents

1. Code Review:
Fire Pump-Review Village of Orland Park building and fire code requirements and referenced/applicable NFPA standards for the new fire pump design and installation.
Existing facility modifications-Review building code regarding required fire ratings for walls around fire pumps and for egress to fire pumps.
2. Site Survey. Perform a site survey of the designated room in the FLC Building for the new fire pump. Identify the existing conditions and necessary modifications to comply with the applicable codes for the new fire pump installation.
3. Design Documents. Prepare the following drawings, in AutoCAD:
 - a. Architectural upgrades to building components to meet code requirements for required fire-rated elements.
 - b. Fire pump selection and fire protection piping design for the new fire pump system.
 - c. MasterSpec specifications for fire pump, piping, and architectural elements.
 - d. Electrical design, drawings, and specifications to provide power to the new fire pump.

4. Issue Design Documents to Client for review and comment. One draft set of documents will be submitted.
5. Review Meeting. Attend and document one meeting with Client to review draft Design Documents.
6. Revise Design Documents. Revise Design Documents incorporating comments from Client and the Village Design Plan review meeting. One revision based on comments to develop the "Issued for Bid" set is included.

Bid Phase

1. Pre-Bid Meeting. Attend and document one on-site pre-bid meeting with contractors to review the scope of the project and bidding documents.
2. Bidder RFI's. Respond to bidder RFI's during the bid period. Issue addendum drawings, if necessary.
3. Bid Review. Review the contractor bids for adherence to the bidding documents and assist Client in choosing a contractor. Attend one virtual meeting with Client to discuss the contractor bids. Assist in the negotiations with the most responsive bidder.

Construction Administration

1. Construction Documents: Issue an electronic set of construction drawings to selected contractor.
2. Submittal Review. Review contractor's shop drawing submittals for conformance with the construction documents. Up to two reviews for each submittal are included.
3. Contractor RFI's. Respond to contractor RFI's during the installation.
4. Site Observations. Conduct and document two on-site reviews during key installation milestones. Report on installation progress and nonconforming conditions. Provide field punch list.

Commissioning

1. Pre-Test Documents. Prepare pre-functional checklist(s) for the installed equipment, including pumps, motors and controllers.
2. Witness Acceptance Testing. Witness acceptance testing of the new pump installation. One site visit to witness testing is budgeted.
3. Close-out Documents. Compile commissioning documents into a final commissioning report containing the following information: completed pre-functional checklist(s), completed functional performance test scripts and alarm reports.

ASSUMPTIONS / CLARIFICATIONS

1. The original bid documents for the *Orland Park Fire Main Improvements Project* dated January 13, 2023 will be revised and updated to include the new fire pump work.
2. Current codes and Village ordinance requires a dedicated fire pump room with exterior access. After discussion with the Building Department, Village staff are confident a variance can be obtained for the work. A variance would include acceptance of the fire pump in a location in an existing mechanical room with other equipment and in a room with no direct exterior access. The egress corridor leading from an exterior door to the fire pump room must have a 1-hour fire rating.

3. The Village will provide Valdes AE with copies of as many of the applicable drawings as possible. It is understood that we will rely upon the accuracy of all documents and electronic data furnished.
4. Provide access to areas of the building as required during surveys and site inspections.
5. Arrange for the availability of Village staff familiar with record keeping practices and general knowledge about the original fire sprinkler system designs.
6. The Village will handle the distribution of documents, bid opening, bid tabulations, etc. through the Village's website.

FEE

We propose to provide the Additional Scope of Services described herein for the Lump Sum amount of \$83,200.00, invoiced on a monthly, percent complete basis and in accordance with Master Agreement for Professional Services dated 06/01/2021 and amended on 03/29/22 and 10/07/2024. Expenses are included in the lump sum fee.

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

SCHEDULE

All design work to be complete by December 31, 2026.

Please contact me with questions or if further information is required.

Thank you for your consideration.

Sincerely,



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