

Police Department Mezzanine Expansion Scope of Work

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.

The Selected Firm's schematic design documents shall be completed and submitted to the Village by **June 1, 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 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: \$ 86,979.00

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

AUTHORIZATION & SIGNATURE

Name of Authorized Signee: Steve Ejnik

Signature of Authorized Signee: 

Title: Vice President-Buildings Date: 04/04/24

Project Title: Mezzanine Expansion	Contract #: P.T.O. BASIC RATES	ECC: Unknown
Location: VOP Police Department	A-E Firm: Valdes AE	

SECTION A - DESIGN

Item	No of DWGS	Professional			Sub-Professional		
		Manhours	Rate	Cost	Manhours	Rate	Cost
1 Principal		6	295.00	1,770.00			
2 Project Manager		64	226.00	14,464.00			
3 Quality Control				0.00			
4 Civil Engineer				0.00			0.00
5 Traffic Engineer				0.00			0.00
6 Structural Engineer		143	190.00	27,075.00			0.00
7 Mechanical Engineer		60	190.00	11,400.00			0.00
8 Electrical Engineer		45	190.00	8,550.00			0.00
9 Architect		55	148.00	8,140.00			0.00
10 Landscape				0.00			0.00
11 Fire Protection Eng				0.00			0.00
12 Cost Estimator				0.00			0.00
13 Laser Scanning				0.00			0.00
14 Spec/Report Writer				0.00			0.00
15 Totals	0	372.5		71,399.00	0		0.00
16 Total Direct Labor (Professional and Sub-Professional)				(rounded)			71,399
17 Overhead	x		\$71,399				0
18 Total Direct Labor and Overhead							71,399
19 Profit	x		\$71,399				0
20 Total Fee for Design Services				of ECC			\$71,399

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	0
7 Total Fee for Engineering Services, Reproduction, and Travel	\$0

SECTION C - POST CONSTRUCTION AWARD SERVICES

Item	Manhours	Professional			Mandays	Sub-Professional	
		Rate	Cost	Rate		Cost	
1 Post Award Design Support	32	190.00	6,080.00	0		0.00	
2 Office Consultation/Submittal Review	50	190.00	9,500.00			0.00	
3 As Built Drawing Preparation	12	190.00	2,280.00			0.00	
4 Total Direct Labor						15,580	
5 Overhead	0.00% x		\$15,580			0	
6 Total Direct Labor & Overhead						15,580	
7 Profit	0.0% Task Order		\$15,580			0	
8 Total Direct Labor, OH, and Profit						15,580	
9 OTHER						0	
10 OTHER						0	
11 OTHER						0	
12 Total Fee for Post Construction Award Services						\$15,580	

TOTAL FEE: DESIGN, ENGR. SVCS, REPRO, TRAVEL (SECTIONS A & B)	\$0
GRAND TOTAL FEE: DESIGN, ENGR. SVCS, REPRO, TRAVEL, AND PCAS	\$86,979

A-E Name: Valdes Architecture & Engineering	Date: 4-Apr-24
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A-E Signature: 