Date Sent: 7/5/2023

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.

ORLAND PARK

ADDENDUM #1 TO EXHIBIT B POLICE DEPARTMENT FIRING RANGE AND EOC FACILITY, AND IMPOUND LOT PROJECT, DATED FEBRUARY 9, 2023 BETWEEN THE VILLAGE OF ORLAND PARK AND VALDES ENGINEERING COMPANY

WHEREAS, on February 9, 2023, a certain Agreement between the VILLAGE OF ORLAND PARK (hereinafter referred to as "Village") and **VALDES ENGINEERING COMPANY** (hereinafter referred to as "Consultant") for the performance of certain professional services for the Village in connection with Police Department Firing Range and EOC Facility, and Impound Lot Project (hereinafter referred to as the "Project", the "Work", or the "Services") was executed (hereinafter referred to as the "Agreement"); and,

WHEREAS, the Village wishes to modify CONTRACT DOCUMENTS AND COMPENSATION.

NOW, THEREFORE, for and in consideration of the foregoing and the mutual covenants herein contained, it is agreed by and between the parties hereto as follows:

1. In the event of any conflict or inconsistency between the provisions of this Addendum #1 and the Agreement, the provisions of this Addendum #1 shall control.

2. **CONTRACT DOCUMENTS** of said Agreement shall be amended to include Addendum #1, dated June 14, 2023; and Exhibit B dated June 5, 2023.

3. **EXHIBIT B: SCOPE OF WORK** in said Agreement shall be amended to replace the original "Exhibit B, dated February 9, 2023"; and include a new "Exhibit B, dated June 5, 2023.

4. **COMPENSATION** of said Exhibit B shall be amended to strike "A percentage fee to complete CD Documents and Specifications 4.70%" and include "A not-to-exceed fee to complete CD Documents and Specifications $376,000.00".

5. All of the other terms, covenants, representations and conditions of said Agreement not deleted or amended herein shall remain in full force and effect during the effective term of said Agreement.

6. This Addendum #1 may be executed in two or more counterparts, each of which taken together, shall constitute one and the same instrument.

This Addendum #1, made and entered into effective the **14th day of June, 2023**, shall be attached to and form a part of the Agreement dated the 9th day of February, 2023, and shall take effect upon signature below by duly authorized agents of both parties.

IN WITNESS WHEREOF, the parties have caused this Addendum to be executed by their duly authorized officer in quadruplicate counterparts, each of which shall be considered as an original.

CONSULTANT: VALDES ENGINEERING COMPANY

By: Steve Ejnik

Name: Steve Ejnik

Its Vice President and Authorized Agent

VILLAGE OF ORLAND PARK

By: Jim Culotta

Name: Jim Culotta ~~George Koczwara~~

Title: Assistant Village Manager ~~Village Manager~~

ATTEST: _____

EXHIBIT B

Dated: June 5, 2023

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**.

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 Koczwara, Village Manager~~
Jim Culotta, Assistant Village Manager
Date: 7/5/2023

VILLAGE OF ORLAND PARK

14700 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
				File Created Date :	05/26/2023
Agenda Entry:	A/E Services - Police Department Firing Range and EOC Facility Project CDs			**Final Action:**	

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

Notes:

Sponsors:		**Res/Ord Date:**	
Attachments:	Board Report 2022-0899, Proposal-Valdes	**Res/Ord Number:**	
Drafter:		**Hearing Date:**	
Department Contact:		**Effective Date:**	
Related Files:			

History of Legislative File

Version:	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.