

RESOLUTION 13-21

APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH CARLILE ARCHITECTS IN REFERENCE TO MAIN STREET PLAZA

WHEREAS the Village of Manteno, a Municipal Corporation, desires to continue improvements on Main Street by developing a pedestrian plaza; and

WHEREAS the Village of Manteno acting by and through its Village President and Board of Trustees find it in the public interest that a certified professional be contracted to provide professional design, development and documentation services for the installation of a pedestrian plaza on Main Street; and

WHEREAS it is necessary to contract with a professional company with certified personnel skilled in the providing professional design, development and documentation services for the installation of a pedestrian plaza on Main Street; and

WHEREAS Carlile Architects, Bourbonnais, IL, is a company with professional and certified personnel skilled in providing professional design, development and documentation services for the installation of a pedestrian plaza on Main Street.


NOW THEREFORE BE IT RESOLVED by the President and Board of Trustees of the Village of Manteno, Kankakee County, Illinois as follows:

SECTION 1: That an agreement for Professional Services with Tyson Engineering, Kankakee, IL, in connection with providing professional design, development and documentation services for the installation of a pedestrian plaza on Main Street and the same is hereby approved.

SECTION 2: That the Village President is hereby authorized, empowered and directed to execute said agreement for Professional Services provided for in Section One of this resolution in the form and content of **Exhibit "A"** which is attached hereto and made a part hereof.

Passed by the Board of Trustees of the Village of Manteno, Kankakee County, Illinois at a regular meeting thereof held on 21st day of Jan, 2014 and approved by me as Village President on the same day.

RECORD OF THE VOTE	Yes	No	Abstain	Absent
President Timothy Nugent				
Trustee Timothy Boyce	✓			
Trustee Samuel Martin	✓			
Trustee Diane Dole	✓			
Trustee Todd Crockett	✓			
Trustee Joel Gesky	✓			
Trustee Wendell Phillips	✓			
TOTAL VOTES <i>or</i>				
BY OMNIBUS VOTE	6			


 Timothy O. Nugent, Village President

ATTEST:


 Alisa Blanchette, Village Clerk



12/5/13

Village of Manteno
Attn: Bernie Thompson – Village Administrator
98 East Third St.
Manteno, IL 60950

Re: Proposed Professional Services

Dear Mr. Thompson,

It was a pleasure meeting with you and Mayor Nugent to discuss professional design, development, and documentation services for installation of a pedestrian plaza adjacent to Main Street at First Street in downtown Manteno. This proposal is based on the meeting held on Monday December 3rd and represents our understanding of the scope of services desired. We have additionally reviewed all provided examples, previous design documents, and specific requirements provided by your office.

This proposal represents the inclusion of all professional services necessary to produce the design and necessary bidding and permit documents the project, including; civil engineering. Additionally, we have based this proposal on a conventional design/bid/build method of project delivery with a public advertisement for bids for construction as discussed.

We look forward to getting started working with you and the Village Board to realize this important project. If we can offer any clarifications, or if you have any questions, please don't hesitate to contact me at your earliest convenience.

Scope of Services

Project Overview

The Village of Manteno desires to construct a new approximately 2,500 square foot pedestrian plaza in an existing parking lot adjacent to Main Street in downtown Manteno and aligned with First Street. The design of the plaza should facilitate circulatory pedestrian traffic between the existing main street business corridor, adjacent parking, mass transit terminal, and future development at Oak Street. Additionally, the plaza should be a destination for resting and gathering.

Initial design considerations include alignment of the plaza and associated amenities with First Street as a terminal destination for inbound traffic into the village along First Street. Amenities such as an arch over the plaza, a fountain, flagpoles, and/or a 4-sided clock should anchor the plaza. Additionally, integral seating, raised planters, and landscape areas should be included where feasible and desired.

Reconfiguration of parking lot traffic to the north and south of the pedestrian plaza is to be included in the design. New curb cuts, traffic patterns, and parking layout should be designed to facilitate

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adjustments caused by the plaza's impact. Due to the alignment with First Street, design consideration should be given to traffic flow at the intersection of First and Main Streets.

Existing parking lots are to be milled and resurfaced from the south end of the parking area terminating just north of Division Street and extending north to the end of the parking lot adjacent to Third Street.

Basic Services

Schematic Design Phase - 25% Deliverable

- Analyze site conditions to determine preliminary orientation, allocated plaza space for site amenities, structures, hardscape, parking, and flow.
- Conduct code research and compliance analysis for the work.
- Prepare preliminary conceptual layout.
- Develop a preliminary estimate of magnitude for budgetary purposes.
- Design team will attend 1 Schematic Design (25%) review meeting with members of the Village Board/Committees and staff to review design intent, answer questions, and obtain direction to design dependent considerations.

Design Development Phase – 50% Deliverable

- Develop 50% construction documents incorporating design revisions provided by the village.
- Develop drawings to extent necessary to demonstrate construction type, orientation, and draft detailed construction details.
- Coordinate and include consulting engineering design development.
- Prepare preliminary project specifications (front end & technical).
- Develop Opinion of Probable Construction Cost in unit price format by labor and material.
- Design team will attend 1 Design Development (50%) review meeting with members of the Village Board/Committees and staff to review documents, project budget, etc.

Construction Documents Phase – 100% Deliverable

- Develop 100% construction documents incorporating design revisions provided by the village.
- Develop Construction Document drawings to the level and care necessary to appropriately demonstrate the construction scope and design intent for bidding, permitting, and construction.
- Finalize project specifications (front end & technical) incorporating any general and supplemental conditions provided by the owner. Finalize the bid form and other necessary inclusions as required.
- Finalize Opinion of Probable Construction Cost in unit price format by labor and material.
- Design team will attend 1 Construction Documents (100%) review meeting with village staff to issuance of documents for bidding.

Proposal Phase

- Provide the advertisement for bids scope description for solicitation
- Issue the bidding documents to interested parties to solicit competitive bids for the installation of the work.
- Respond to contractor's Requests for Information (RFIs)
- Attend (1) Pre-bid meeting and walk-through
- Accept contractor bids on behalf of the owner

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- Review contractor bids for compliance with the Construction Documents and recommend award.

No Construction Phase Services Included

Technical Consultants

In satisfaction of the basic services identified above, Carlile Architects LLC will sub-contract with various engineering and specialties consultants. A preliminary list of anticipated consultants is provided below.

Civil Engineering – Tyson Engineering (Proposal attached)

Compensation & Schedule

Deliverables

1. 25% Schematic Design Documents
2. 50% Design Development Documents
3. 100% Construction Documents
4. Award Recommendation

Compensation

The Village of Manteno, agrees to compensate *Carlile Architects LLC* for the services listed above in a Lump Sum fee of **\$30,622.00*** (Thirty Thousand Six Hundred and Twenty Two Dollars and Zero Cents).

A 20% retainer in the amount of \$6,124.40 is due upon proposal acceptance and will be invoiced with the contract prior to starting work. This retainer represents the minimum fee assessed under the contract.

Design Fees will be billed at each deliverable as identified in the following compensation schedule. Fees are due upon receipt. Should actual construction costs vary from the estimated value above, all design fees will be reconciled upon contract award.

Compensation Schedule:

Retainer:	\$6,124.40	(Due at contract signing)
25% (SD) Design Review Deliverable:	\$6,124.40	
50% (DD) Design Review Deliverable:	\$6,124.40	
100% (CD) Design Deliverable:	\$6,124.40	
Project Award	<u>\$6,124.40</u>	
	\$30,622.00	

Additional Services

Services requested beyond identified "basic services" will be billed on a pre-determined hourly basis listed below (by accepted Change-Order or Letter of Agreement authorization only):

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Labor Type	Rate
Architect	\$125.00
Intern Architect	\$95.00
Drafting Technician	\$75.00
Administrative	\$25.00

Additional services for consulting engineers are also available if necessary with pre-determined rates available upon request.

Schedule

Proposal Acceptance & Contract:	December 20, 2013			Basic Services
Preliminary Research & Coordination:	December 23, 2013	-	January 3, 2014	
25% Schematic Design:	January 6, 2014	-	January 31, 2014	
25% Review Meeting:	February 3, 2014			
*50% Design Development:	February 7, 2014	-	February 21, 2014	
50% Review Meeting:	February 21, 2014			
*100% Construction Documents:	February 26, 2014	-	March 14, 2014	
100% Review Meeting:	March 14, 2014			
Contractor Solicitation:	March 24, 2014	-	April 11, 2014	
Contract Award:	April 18, 2014			

* Based on one week owner review and comment time frame

Assumptions & Exclusions

- Hazardous Materials Testing is not included.
- Renderings and scale models are not included.
- Phasing and multiple solicitations for the work are not included. It is understood that this project will be let as a single prime stipulated sum contract for construction.

If you should have any questions related to this proposal, please don't hesitate to contact me at your earliest convenience. I look forward to getting started on this exciting project!

Sincerely,



Jacob Carlile, AIA

CARLILE
ARCHITECTS

Phone/Fax: (815) 401-0526

Email: jcarlile@carlile-architects.com

*This proposal is valid for 90 days. Upon acceptance, issuance of a standard AIA contract and invoice will be issued for execution.