

RESOLUTION 13-25

APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH CARLILE ARCHITECTS IN REFERENCE TO POLICE DEPARTMENT ROOF

WHEREAS the Village of Manteno, a Municipal Corporation, desires to address the water infiltration issues at the Manteno Police Department; 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 to address the water infiltration issues at the Manteno Police Department; and

WHEREAS it is necessary to contract with a professional company with certified personnel skilled in the providing professional design, development and documentation services to address the water infiltration issues at the Manteno Police Department; and

WHEREAS Carlile Architects, Bourbonnais, IL, is a company with professional and certified personnel skilled in providing professional design, development and documentation services to address the water infiltration issues at the Manteno Police Department; and

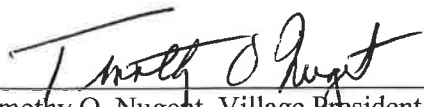
NOW THEREFORE BE IT RESOLVED by the President and Board of Trustees of the Village of Manteno, Kankakee County, Illinois as follows:

SECTION 1: That an agreement for Professional Services with Carlile Architects, Bourbonnais, IL, in connection with providing professional design, development and documentation services to address the water infiltration issues at the Manteno Police Department 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 2nd day of Feb, 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	5			



Timothy O. Nugent, Village President

ATTEST:



Alisa Blanchette, Village Clerk



1/24/14

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

Re: Proposed Professional Services – Police Department Roof

Dear Mr. Thompson,

Thank you for your email regarding a desire to solicit a proposal to address water infiltration issues at the Manteno Police Department building located at 269 N. Main St. We understand that there is a secondary desire to address fragmentation of the building and aesthetic concerns related to multiple roof configurations. Per your suggestion, this proposal should consider converting the entire structure to sloped roofs.

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

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 renovate and reconfigure the roof of the building located at 269 N. Main St. The current building appears to be comprised of several separate additions or joining of different structures. The roof configuration varies between flat roofs, pitched roofs, and an entrance vestibule with a hip roof.

It is also understood that the village is experiencing water infiltration issues at interior areas along exterior walls, in the field of the roof, and other locations.

This proposal includes the design of a new pitched roof over the entire structure(s) for aesthetic appeal and as a means of resolution of continual infiltration. Additionally, this proposal includes thermal imaging scans of the building (provided by an outside consultant) to identify locations of wet construction to remain. Identifying wet construction due to current infiltration is important due to the possibility for mold growth.

Basic Services

Schematic Design Phase - 25% Deliverable

- Analyze existing conditions to determine configuration of the building, walls, and/or roofs and prepare existing conditions drawings.
- Review interior conditions at leaking locations and determine if the roof is the potential area of infiltration.
- Conduct code research and compliance analysis for the work.
- Prepare preliminary conceptual design.
- Develop a preliminary estimate of magnitude for budgetary purposes.
- 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.
- Prepare preliminary project specifications (front end & technical).
- Develop Opinion of Probable Construction Cost in unit price format by labor and material.
- 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.
- Attend 1 Construction Documents (100%) review meeting with village staff prior 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
- 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.

Carlile Home & Property Services Inc., Thermo graphic Photography Imaging Consultant

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 **\$16,106.00*** (Sixteen Thousand One Hundred and Six Dollars and Zero Cents).

A 20% retainer in the amount of \$3,221.20 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 to allow the design process to continue uninterrupted.

Compensation Schedule:

Retainer:	\$3,221.20	(Due at contract signing)
25% (SD) Design Review Deliverable:	\$4,026.50	
50% (DD) Design Review Deliverable:	\$4,026.50	
100% (CD) Design Deliverable:	\$4,026.50	
Project Award	\$805.30	(\$4,026.50 less retainer)
	<u>\$16,106.00</u>	

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):

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

Schedule

Proposal Acceptance & Contract:	February 19, 2014			Basic Services
Preliminary Research & Coordination:	February 24, 2014	-	March 7, 2014	
25% Schematic Design:	March 10, 2014	-	March 21, 2014	
25% Review Meeting:	March 24, 2014			
*50% Design Development:	March 31, 2014	-	April 11, 2014	
50% Review Meeting:	April 14, 2014			
*100% Construction Documents:	April 21, 2014	-	May 9, 2014	
100% Review Meeting:	May 12, 2014			
Contractor Solicitation:	May 19, 2014	-	June 6, 2014	
Contract Award:	June 16, 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.