

RESOLUTION 22-02

**APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH CARLILE GROUP
IN CONNECTION WITH PROVIDING PROFESSIONAL ARCHITECTURAL AND
ENGINEERING SERVICES FOR THE MANTENO POLICE DEPARTMENT
RELOCATION TO 110 MARQUETTE PLACE SOUTH**

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 architectural and engineering services for the Manteno Police Department Relocation to 110 Marquette Place South; and

WHEREAS it is necessary to contract with a professional company with certified personnel skilled in providing professional architectural and engineering services for the Manteno Police Department Relocation to 110 Marquette Place South; and

WHEREAS Carlile Group, Manteno, IL, is a company with professional and certified personnel skilled in providing professional architectural and engineering services for the Manteno Police Department Relocation to 110 Marquette Place South; 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 Group, Manteno, IL, in connection with providing professional architectural and engineering services for the Manteno Police Department Relocation to 110 Marquette Place South 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.

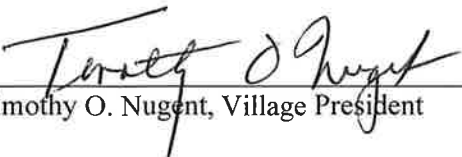
Passed by the Board of Trustees of the Village of Manteno, Kankakee County, Illinois at a regular meeting thereof held on 6th day of June, 2022 and approved by me as Village President on the same day.

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				

ATTEST:



Robin Batka, Village Clerk


Timothy O. Nugent, Village President

May 19, 2022

Village of Manteno
Attn: Village Board
C/O: Chris LaRocque
98 East Third Street
Manteno, IL 60950

Re: Proposed Architectural & Engineering Services
Manteno Police Department Relocation - 110 Marquette Place
Carlile Proposal: CA_534

Dear Trustees,

Thank you for the opportunity to provide you with this proposal for professional architectural and engineering services. It was a pleasure speaking with Mayor Nugent and Mr. LaRocque regarding the needs of the Manteno Police Department. As requested, we are providing this proposal in a Limited Services format. Please review the detailed information regarding services provided within this proposal and effort that will be undertaken by the Village directly.

This proposal includes pre-design phase services that allow us to evaluate project needs and goals in more detail with project stakeholders, design services with client driven revisions, contract documentation services suitable for public bidding, permitting, and construction, and public bidding services. Construction Contract Administration including project oversight, progress meetings, punch-lists, and closeout.

This proposal represents inclusion of the following professional services required for this project:

- Architectural Design and Planning
- Mechanical, Electrical, and Plumbing Engineering
- Fire Protection and Hazardous Storage Design
- Low Voltage Design & Communication

We have based this proposal on a conventional design/bid/build method of project delivery compliant with public bidding protocols. We have provided a fully integrated delivery format offering the Village a single point of contact for the project. Phasing of the work and bid alternates are not included. Carlile Architects prides itself on delivering full encompassing design solutions, on schedule, and within budget. As always, if you should have any questions, please don't hesitate to contact me.



Scope of Work

Project Overview

The Village of Manteno desires to relocate their Police Department operations to an existing building recently acquired by the Village. The subject building is located at 110 Marquette Place and formally serviced as a Municipal Bank branch location. The following is our best understanding of desired improvements, reconfigurations, and renovations to the building to support the desired use:

1. Public Entrance Lobby
 - a. Reception window and phone to contact Officer on Duty/County Dispatch
 - b. Reception Restroom

2. Administration Interior Improvements:
 - a. Dedicated Employee Entrance accessing:
 - i. Private Offices – (number/assignment TBD)
 1. Chief's Office
 2. Lieutenants Office
 - ii. Squad Room
 1. Private Sergeant Office
 2. Detectives Work Room
 - a. Interview and Report Rooms
 3. Open Work Desks
 - iii. Conference Room(s)
 - iv. Training Room
 - v. Toilet Rooms

3. Staff Interior Improvements:
 - a. Locker Rooms
 - i. Restrooms
 - ii. Showers

4. Operational Interior Improvements:
 - a. Single vehicle Sally Port & Secure Vestibule (Current drive-thru)
 - i. Interrogation Rooms
 - ii. Evidence Processing
 1. Evidence Storage Rooms
 - iii. Armory/Weapons Storage

5. Ancillary Spaces
 - a. Interior Vehicle Storage (Current drive-thru)
 - b. Mechanical Spaces
 - c. I.T. Closets
 - d. Janitorial/Custodial Closets
 - e. Storage Spaces



Exterior improvements are limited to entry re-design based on interior spatial needs for secure, employee, and public entry as well as signage upgrades. Select fencing or access control to employee parking or access to police squad/garage parking area.

The existing building for interior renovation is approximately 7,800 square feet and the drive-thru to be converted to an enclosed garage is approximately 1,500 square feet. The established Design Budget is \$1,500,000.

Basic Services

Programming Phase

- Attend 2 meetings in an advisory role and to make recommendations on the development of a refined design scope, spatial needs, and design dependent considerations.
- Tour the site to assist identifying advantages and disadvantages of the scope of work in proposed locations considering current functions and proposed future goals.
- Assist the client in the development of a prioritized list of quantifiable project goals and the appropriate limits of work.
- Provide code requirement review for the proposed project.
- Assist the client in developing a written program of the design scope and project goals, providing a budgetary estimate of magnitude.
- Assist the client in establishing a construction budget.

Schematic Design Phase

- Develop building base drawings or obtain building site information prepared in electronic format from owner including field verification, site surveys, and other information as necessary to prepare the preliminary design.
- Prepare flow diagrams, spacial relationship diagrams, and preliminary layout drawings as required to adequately convey design intent including but not limited to; site plans, floor plans, exterior elevations.
- Develop a preliminary Opinion of Probable Construction Cost estimate based on preliminary design documents in square foot format.
- Attend 1 Schematic Design (25%) review meeting with the client to review design intent, answer questions, and obtain directions related to design dependent considerations.

Design Development Phase

- Revise drawings based on client provide responses, scope adjustments, and refined design requirements.
- Develop drawings to 50% completion
- Prepare preliminary outline specifications (front end & technical).
- Develop Opinion of Probable Construction Cost in unit price format by labor and material.



- Provide preliminary finishes in presentation format including sample products.
- Attend 1 Design Development (50%) review meeting with the client to review documents, finish selections, project budget, etc.

Construction Documents Phase

- Finalize 100% construction documents 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 general and supplemental conditions as provided by the client.
- Finalize Opinion of Probable Construction Cost in unit price format by labor and material.
- Finalize and incorporate finish material selection boards and incorporate into the Construction Documents and Specifications.

Additional Services

Proposal Phase

- Provide owner a Public Notice for the solicitation of bids.
- Issue the bidding documents to contractors to solicit competitive bids for the installation of the work.
- Respond to contractor's Requests for Information (RFIs).
- Attend (1) Pre-bid meeting conference to review project with contractors.
- Prepare bid addenda as required.
- Review contractor bids for compliance with the Construction Documents, prepare bid tabulation report and make recommendation for award.
- Provide standard AIA contract for owner's use.

Construction Administration Phase

(Not Provided)

Project Team

Our team is comprised of experienced staff who have been assigned to deliver professional services for this project. We have reinforced our staff with qualified consultants and engineers to facilitate the integrated delivery of full design services with a single point of contact.

Technical Consultants

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

MEP/FP Engineer

Millies Engineering Group



Compensation & Schedule

Deliverables

1. Draft Program Report
2. Final Program Report
3. 25% Schematic Design Documents
4. 50% Design Development Documents
5. 100% Issued for Permit & Construction Documents
6. Bid Award Recommendation

Compensation

In consideration of the acceptance of this proposal, The *Village of Manteno* agrees to compensate *Carlile Architects LLC* as follows:

Basic Services:

A stipulated fee of **\$127,500.00 (One Hundred and Twenty-Seven Thousand Five Hundred Dollars and Zero Cents)** invoiced per compensation schedule below due net 45 days.

Additional Services:

A stipulated fee of **\$4,500.00 (Four Thousand Five Hundred Dollars)** invoiced following Award Recommendation.

Basic Services Compensation Schedule:

Design Program Document	\$12,750.00	(10% of Basic Fees)
Schematic Design Deliverable	\$31,875.00	(25% of Basic Fees)
Design Development Deliverable	\$51,000.00	(40% of Basic Fees)
Construction Documents Deliverable	\$31,875.00	(25% of Basic Fees)
	<u>\$127,500.00</u>	Total Basic Fees

Add. Serv. Compensation Schedule

	\$4,500.00	(100% Add Serv. Fees)
Total Compensation	\$132,000.00	(All Services)



Compensation Breakdown

Consultant	Discipline	Basic Services				Bidding Phase	Total By Firm
		Programming	Schematic Design	Design Development	Construction Documents		
Carlile Architects LLC	Architecture and Planning	\$12,750	\$23,875	\$39,800	\$19,075	\$4,500	\$100,000
Millies Engineering	MEP & FP Engineering		\$8,000	\$11,200	\$12,800		\$32,000
							Total Fees
Total Per Phase		\$12,750	\$31,875	\$51,000	\$31,875	\$4,500	\$132,000

Reimbursable Expenses

Expenses resulting from the delivery of services as described above will be invoiced at 1.1 times the direct rate. Examples of some common reimbursable charges included geotechnical testing, site surveys, contract fees, postage, travel mileage, and reproduction costs.

Labor Rates for Requested Services

Should services beyond those listed in the Scope of Work above be requested by the client, the pre-established labor rates for hourly billing

Labor Type	Rate
Principal	\$200.00
Director	\$175.00
Project Manager	\$150.00
Architectural Associate III	\$125.00
Architectural Associate II	\$115.00
Architectural Associate I	\$105.00
Field Survey/Inspection	\$100.00
Intern Architect III	\$95.00
Intern Architect II	\$85.00
Intern Architect I	\$75.00
Drafting Technician III	\$75.00
Drafting Technician II	\$65.00
Drafting Technician I	\$50.00
Administrative	\$50.00



Proposed Schedule

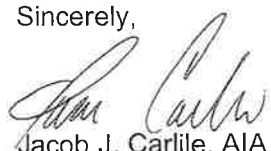
Proposal Acceptance & Contract	June 6, 2022	Basic Services
Pre-design (Programming) Phase	3 weeks post award	
Draft Program Report (Deliverable 1)	Approx. June 24, 2022	
Design Program (Deliverable 2)	June 19, 2022	
25% Schematic Design Phase	3 weeks	
SD Review (Deliverable 3)	Approx. July 22, 2022	
50% Design Development Phase	3 weeks	
DD Review (Deliverable 4)	Approx. August 12, 2022	
100% Construction Documents Phase	3 weeks	
Issue for Bids/Const. (Deliverable 5)	Approx. September 2, 2022	
Contractor Solicitation	Approx. September 6, 2022	Add Serv
Award Recommendation (Deliverable 6)	Approx. September 30, 2022	

Assumptions & Exclusions

- Concept Renderings for the Site and Building are not included
- Hazardous material testing is not included.
- Scale models are not included.
- Bid alternates are not included in this fee proposal.
- Phased installation of the construction, to be documented on the bid documents, is not included in this fee proposal.

Thank you for the opportunity to provide you with this proposal. If you should have any questions, please don't hesitate to contact me at your earliest convenience. I look forward to working with you, project stakeholders, and members of the Village Board.

Sincerely,



Jacob J. Carlile, AIA
Managing Principal

Phone: (815) 401-0526
Fax: (815) 401-1295
Email: jcarlile@carlile-group.com

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

Accepted: _____

Client Signature

Tenely J. Knight 6/6/2022
Date

