

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: *5.D
	Title:	Recommendation to Waive the Formal Bid Procedure and Approve a Resolution Authorizing a Contract with Arcon Associates for Construction Engineering Services for Public Works and Water Well 9 Roof Replacements	
	Presenter:	AJ Reineking, Public Works Manager – Public Services	
Meeting: Government Services Committee		Date: July 24, 2023	
Proposed Cost: \$ 19,500		Budgeted Amount: \$175,000	Not Budgeted: <input type="checkbox"/>
TIF District: None			
<p>Executive Summary (if not budgeted, please explain):</p> <p>In 2021, following a competitive RFP process, Arcon Associates, Inc. was selected to provide architectural services to design and provide construction documents for a re-roof at the Public Works facility. The scope included the roofs over the Public Works administration area, the fleet maintenance garage, and the inventory warehouse. In addition, Arcon created plans for a re-roof at Well 9, which was included with the overall bid package for the Public Works roof.</p> <p>While a year was taken between the design and bidding of the roof work to allow industry pricing to stabilize, Arcon remained engaged with staff and has been an invaluable resource in developing the scope and maintaining favorable timeline for the City. Staff feels that Arcon has the personnel in place to see the project through completion and has provided a fair price proposal to maintain work for the City.</p>			
Attachments (please list):			
*Bid Waiver *Price Proposal			
Recommendation/Suggested Action (briefly explain):			
Recommendation to Waive the Formal Bid Procedure and approve a Resolution authorizing a contract with Arcon Associates, Inc. for construction oversight services for the Public Works and Water Well 9 Roof Replacements.			



Bid Waiver One Time Today through _____

Description: _____

Requested Vendor: _____

Requested By: _____ Date: _____

Approval: _____

Department Head

Signature

Bid Waivers are required when there are unique circumstances related to a proposed procurement that has not been competitively solicited.

1. This procurement is valued at \$_____ for this one-time order, and/or \$_____ for a 12-month period.
2. This good/service has been competitively solicited within the past 24 months. YES NO
If Yes, Was the solicitation published on the city website? YES NO

3. Justification for Bid Waiver:

Emergency i.e. declared by the Mayor and applicable to EOC/FEMA procedures.

Urgent i.e. required to resolve an unanticipated problem that, if not resolved within 48 hours, may cause undue risk to individuals and/or extensive damage to property.

Need for these goods/services were **not anticipated and procurement through normal channels would take too long.**

A responsible **contractor was on site** performing a related repair, and based on professional judgement; it was prudent to request this service/repair from said contractor.

These goods are replacement parts for a **warrantied item, and the warranty is still in place**, and purchase of a non-brand item will jeopardize warranty.

These goods/services are **inherently related to, and an ongoing part of**, other goods/services previously provided by the Provider.

These goods utilize a **proprietary, patent, trademark, or customized programming** resulting in lack of competition.

These goods are **standardized** for operational safety and efficiency.

These goods are only available through the provider's **local distribution** channels.

These goods/services were purchased through a **Cooperative Purchasing Agreement.** _____

Other: _____



May 22, 2023

A.J. Reineking
Public Works Manager
City of St. Charles
200 Devereaux Way
St. Charles, Illinois 60174

RE: ROOF CONSULTING SERVICES PROPOSAL FOR
PUBLIC WORKS ROOF REPLACEMENT AND
WELL NO. 9 ROOF REPLACEMENT

Dear Mr. Reineking:

Pursuant to your request, we are pleased to provide this Proposal for the Construction Administration Phase for the **Public Works Roof Replacement** at 200 Devereaux Way, St. Charles, Illinois 60174, and the **Well No. 9 Roof Replacement** at 2500 N. 5th Avenue, St. Charles, Illinois 60174. Also attached is our current fee schedule.

Construction Administration Phase:

The Construction Administration Phase takes into account some additional Project Site Visits for Well No. 9, and the Construction Administration Phase items (1 – 7) listed in the original RFQ. We propose to provide the Construction Administration Phase Services for a Lump Sum Fee of \$19,500.00. Reimbursable expenses such as BHFx reproduction costs are not included in this fee and would be invoiced at 1.1 times the amounts incurred by ARCON Associates, Inc. If structural engineering services would be required, although not anticipated, these services would also be billed at \$210 per hour.

We appreciate the opportunity to continue to demonstrate our capabilities and look forward to continuing to work with the City of St. Charles on this project. Please indicate your acceptance of this proposal by signing below and returning it to my attention. If you have any questions regarding this proposal or the process, please feel free to call me at (630) 881-1738 or contact me via email at bemcelmeel@arconassoc.com.

Sincerely,
ARCON Associates, Inc.

A handwritten signature in black ink that reads "Brian E. McElmeel". The signature is fluid and cursive.

Brian E. McElmeel, RRC, IIBEC
Director of Building Envelope Services

ROOF CONSULTING SERVICES PROPOSAL FOR
PUBLIC WORKS ROOF REPLACEMENT AND
WELL NO. 9 ROOF REPLACEMENT for the
CITY OF ST. CHARLES
PAGE TWO

City of St. Charles

Signature

Name (Printed) / Title

Date

c: Donna L. Demarakis, ARCON Associates, Inc.
V.P. Trinh, ARCON Associates, Inc.

BEM
Attachments

"J:\City of St. Charles\23074 2023 Roof Replacement @ Public Works\1 Docs\Proposal\CoStC 2023 Proposal CA.pdf"



2023 Hourly Rates

Principal	\$225.00 per hour
Senior Associate	\$216.00 per hour
Project Architect/Manager	\$211.00 per hour
Registered Roof Consultant	\$210.00 per hour
Landscape Architect	\$207.00 per hour
Interior Designer	\$194.00 per hour
Field Observer	\$179.00 per hour
Draftsperson	\$150.00 per hour
Clerical	\$98.00 per hour