



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to approve Municipal Building Architecture / Construction Manager Services

Presenter: Peter Suhr

Please check appropriate box:

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 09.24.2012
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$231,000	Budgeted:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> X	<input type="checkbox"/> NO	
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If NO, please explain how item will be funded:

Executive Summary:

As part of an ongoing commitment to maintain city owned facilities, Public Services just recently concluded an existing exterior conditions analysis of the Municipal Building. The analysis was performed by the architectural/construction firm of Williams Design/Build who was awarded the project through a competitive RFP process and is local to St. Charles. The analysis was a study of the building's exterior shell and resulted in identifying significant deficiencies requiring repairs to keep the structure weather-tight. Staff has selected the most critical and time-sensitive repairs to address this year and will continue to monitor minor deficiencies in the future.

Staff is requesting approval to move forward with the design, specification writing and construction letting of the required repairs and modifications. Staff proposes to retain Williams Design/Build to continue providing professional guidance including Architectural/Engineering Services and Construction Management Services based on their attached proposal dated August 21, 2012.

Attachments: *(please list)*

Proposal from Williams Design/ Build
Bid Waiver

Recommendation / Suggested Action *(briefly explain):*

Staff recommends waiving the bid procedure and approval of Architectural / Construction Management Services from Williams Design / Build in an amount not to exceed \$231,000.

For office use only:

Agenda Item Number: 6.c



300 Cardinal Drive, Suite 160
St. Charles, IL 60175
P 630 221 0671
F 630 221 0118
www.williamsdm.com

August 21, 2012

Pete Suhr, Public Services Manager
City of St. Charles
200 Devereaux Way
St. Charles, IL 60174

Re: Letter of Proposal – Architectural and Construction Management Services
Municipal Campus Facilities Improvements
City of St. Charles, IL
Project No. 2011-033

Dear Peter:

We at Williams Design Build (WDB) are excited about the opportunity to continue working with you and your staff on the Municipal Campus Facilities. We are confident that our team will provide the necessary professional architectural/engineering and construction management services required for the water-tight improvements to the 1940 Municipal Center, the 1892 Old City Building, South Annex Building, and the Atrium structures.

BACKGROUND

Williams Design Build has concluded the existing conditions analysis for the Municipal Campus Facilities. One of the goals of the existing conditions analysis was to improve the maintenance operations and determine the best value for keeping the structures water-tight at the Municipal Campus. The City has determined that a significant portion of the recommended work noted in the Exterior Existing Conditions Assessment Report, dated May 8, 2012 by WDB will be required. This work is identified within Category I and II of the Report and will require the design work to proceed this fall. The City has indicated that any historic preservation assessment will not be required for this phase of the improvements. The City of St. Charles City Council decision to proceed with the project has resulted in this proposal submission.

The professional architectural/engineering scope of the work is to re-roof, re-coat, and review approximately (14) fourteen separate roofs and roof canopy systems. These roof areas and systems are noted in the May 8, 2012 Report. The scope of work will address existing: flashing details, roof deck systems, drainage analysis, equipment flashing details, copings, parapets, existing ductwork and RTU's, existing low voltage wiring and electrical lines, equipment supports, and support systems of existing lighting and signage. The scope includes masonry repairs and tuck-pointing at the east elevation/façade of the 1940 Municipal Center (white brick ONLY) and masonry repairs and tuck-pointing of the east façade of the 1892 Old City and South Annex Buildings. The architectural/engineering scope of services also includes a structural engineer's analysis and report of the condition of the existing canopy of the 1940 Municipal Center. This inspection shall include an analysis of the substrate and structural supports of the canopy. The architectural scope of services also include surveying, analyzing and specifying a recommended

solution to the damaged and deteriorated existing windows, doors and soffits/facias of the East elevations/façades of the 1892 Old City and South Annex Buildings.

Williams Design Build has not included services for any architectural/engineering services related to historic preservation consultation, the EIFS system, windows within the EIFS system, marble repairs on the 1940 Municipal Center, or any doors/frames/windows or other repair work at other portions of the Municipal Campus Building.

This proposal assumes using WDB as a single-source for Architectural/Engineering (A/E) and Construction Management (CM), which takes advantage of our knowledge and previous experience working on the Municipal Campus Buildings. It is also our understanding that the City will contract out this work under a CM as-agent delivery method (CMA) with WDB. It is our understanding that the City has budgeted a total \$1.5M for the project.

ARCHITECTURAL / ENGINEERING SCOPE OF SERVICES

We shall provide the architectural/engineering services for the related architectural, structural, mechanical, plumbing, and electrical engineering of the project throughout the Basic Service Phases of the work as follows:

1. **Design Development Phase:** We shall review the Owner-furnished information, identify the Project Team and create a project directory. We shall also review and incorporate the final space needs into design criteria and coordinate meetings between architect and City of St. Charles' Building/Zoning Departments to review the proposed designs and review code analysis as provided by the architects for comment. Our consultants shall also incorporate the decisions and determinations made by the City Building/Appearance/Zoning departments. Williams Design Build shall prepare preliminary design/engineering schedules, building code analysis, review of project budget and review existing documentation of the site, site surveys and request additional data as may be required. We will review the design concept presented and test that concept and refine it, and review project schedule and make adjustments as required to meet all of the milestone dates. We will then refine the roof plans and building elevations. We will validate this phase with an updated project budget and will also involve our construction management team to review and determine the best approach for phasing and sequencing and overall cost benefits for your facility improvements. This phase will culminate in a package of drawings and outline specifications, along with a project budget for your review and approval.
2. **Construction Documents Phase:** During this phase, we will work with our roof consultants and engineers to provide detailed drawings of the building improvements to include detailed Drawings and Specifications for all aspects of the facility improvements. These documents will then be used for a Building Permit submittal, resulting in a building permit, and will also be used for bidding and construction phases.
3. **Bidding/Negotiations/Construction Administration Phase.** During this phase, we will assist with answers to questions and issue Addendums as necessary, attend the Bid Opening, and review Bid Results. Once construction starts we will regularly visit the site and meet with the City to review all aspects of the project, assisting the Owner in understanding the schedule and progress of the project. We have included regular monthly site visits by the architect and the consultants. We will review, send a copy to the Owner, comment on, and approve Shop Drawings as submitted by the trade contractors for the various systems and components within the building. We will review the payout request percentages submitted by the prime trade contractors and recommend to the Owner the appropriate monthly payment to the prime

trade contractors. We will provide clarifications throughout the Construction Phase of the project.

ARCHITECTURAL / ENGINEERING FEES

The fee for Basic Architectural / Engineering Services as outlined herein for the Municipal Campus Facilities improvements is as follows:

Architectural, structural, mechanical, plumbing, electrical and roof consultant engineering, during the following Phases:

- Existing Conditions Documentation & Surveying
- Design Development Phase
- Construction Documents & Bidding
- Construction Administration

The Basic Services fee shall be calculated at **5.75%** of the total delivered construction cost of \$1.4M. (Total delivered construction cost includes all construction costs for work designed by Williams Design Build, CM fee, construction general conditions costs paid for Construction Management Services and contingency costs) We propose a lump sum fee of **\$80,500**.

The Basic Services fee shall be allocated to the phases of work as follows:

Existing Conditions Documentation & Survey	25%
Design Development Phase	25%
Construction Documents & Bidding Phase	35%
Construction Administration Phase	15%
<u>Total</u>	<u>100%</u>

Services not included in the above Basic Services include:

1. Civil Engineering, landscape design, any zoning review work, documents, renderings and attendance for zoning variances or conditional use permit presentations or meetings
2. Site signage design, electrical lighting design, HVAC design, low voltage design
3. Temporary relocation facility design
4. As-built CAD drawings. As-built drawings, marked up by hand, will be provided by trade contractors.
5. Artist's renderings and computer generated and dimensional images (3-D rendering or 3-D models)
6. Design or Engineering, associated with the relocation of any low voltage electrical and mechanical systems. These could include, phone, computer, intercom, paging, security, audio/visual, HVAC, RTU's and associated ductwork and other such roof mounted systems.
7. Any additional designs and bidding of alternates
8. LEED Design Services, LEED certification or submission documentation
9. Design or engineering services for the relocation of Owner staff
10. Historic preservation consultation services

Services provided by the Owner include:

1. We have received many documents from the City of St. Charles and have scanned them for our reference.
2. Access to the roof areas for WDB staff during design and construction phase services

CONSTRUCTION MANAGEMENT SERVICES

Williams Design Build is prepared to provide Pre-Construction, Bidding and Construction Phase CM Services for the renovation of the City of St. Charles 1940 Municipal Center, the 1892 Old City, South Annex, and the Atrium structures:

1. **Pre-Construction Phase**: Williams Design Build will meet with you and your project team on a periodic basis throughout the Design and Construction Document Phases of the project. The early input from Williams Design Build will include development of a milestone schedule, a preliminary project budget, value engineering options and construction phasing and sequencing, including identification of any long lead items. As the Design Phase of the project nears completion, we will provide a detailed estimate to update the project budget. In addition, a preliminary construction schedule will be developed as the project scope is defined. We will provide a second detailed estimate when the construction documents are approximately 70% complete. We will work with design team to identify design systems and construction constraints. We will develop a Project Manual that outlines the project specifications in terms of construction requirements and defines the specific scope of work for each subcontractor. The Project Manual will include all required bid forms and other required bid documents. We will also review the project milestones with the overall schedule and provide review of the construction drawings.
2. **Bidding Phase**: During this phase, we will encourage local and area-wide trades to participate and will invite trade contractors for bidding; we will distribute bid documents to potential bidders and plan rooms such as Illinois Builders Association in order to solicit bids. We will hold a pre-bid conference and answer questions and issue addendums, as necessary. In addition we will attend the public bid opening and tabulate the bid results, review and qualify bids of the apparent low qualified bidder, and provide a recommendation to the City for award of trade contractors. Once the City has approved the contractors, we will then prepare the contracts for construction to each trade contractor for your review, approval and signature. Upon completing the review of bids, we will update the construction schedule with any new information to establish the detailed construction schedule.
3. **Construction Phase**: During this phase, Williams Design Build will regularly meet with you to review all aspects of the project. We will provide full-time on-site supervision throughout the construction of the project. We will conduct pre-construction and construction meetings with the subcontractors to coordinate and plan daily, weekly, and monthly activities.

As we manage the project we will review, process, and monitor shop drawings, submittals, information, and changes. The overall project schedule will be updated as the project proceeds. Two-week "look-ahead" schedules will also be generated to monitor day-to-day activities. Our Superintendent will track construction activities, and field reports will be generated. During this phase, we review the payout requests and recommend payment. We will maintain a record of each prime trade contractor's Safety Program and we will monitor compliance within a safe work place as defined in the Williams Design Build Contractor Safety Program. At the conclusion of the construction phase, we, in conjunction with the design team, will provide a full and complete punch list of all the outstanding items that need to be completed and/or corrected. We will oversee the training of your staff in the operation and maintenance of major systems. We will assist

you in the review and acceptance of all of the as-built drawing notations, warranty, and maintenance manuals provided by the prime trade contractors. We will also provide a 52-week warranty period after substantial completion that will include assisting your staff with any follow-up required on any warranty items that may arise.

CM SERVICE FEES

We anticipate the renovation costs of the 1940 Municipal Center and the 1892 Old City Building structures renovations to be approximately \$1,500,000, as indicated in our discussions. Our costs and fees for Construction Management Services are as follows:

Fee: A lump sum of **\$38,500**. This equates to 2.75% OHP fee of \$1.4M construction costs. The fee does not include the time for providing pre-construction phase services.

Pre-Construction Phase Services: A lump sum of **\$25,000**.

Construction General Conditions: The construction phase general conditions are anticipated to be on a 6 month schedule duration. These costs are directly related to construction activities and schedule duration and include; a full-time superintendent, temporary field office and supplies, field toilets and water, signage, barricades, clean-up materials and labor, phones, safety program, street sweeping, etc. The monthly costs for the construction phase general conditions are approximately \$14,500/month. The expectation is that at the end of the Design Development Phase the schedule and construction general conditions will be finalized. The lump sum costs for 6 months of construction general conditions are **\$87,000**.

Any other additional services authorized by the City of Saint Charles may be provided on an hourly basis from the rate table below.

RATE TABLE 2012/2013

Principal	\$ 125.00/Hour
Manager of Architecture	\$ 125.00/Hour
Project Manager	\$ 115.00/Hour
Project Architect	\$ 110.00/Hour
Cost Estimator	\$ 85.00/Hour
CAD Technician.....	\$ 75.00/Hour
Clerical	\$ 55.00/Hour
Structural Engineer.....	\$ 115.00/Hour
Structural Technician.....	\$ 85.00/Hour

In additional to our professional services listed above, we shall also invoice the City of Saint Charles for our reimbursable expenses. Reimbursable expenses include project related expenses such as vehicle mileage, tolls, printing and photocopying, photography, renderings, telephone and fax, electronic documentation transfer, postage/messenger/overnight shipping, permits, project related supplies, etc.

We shall invoice the City of Saint Charles on a monthly basis throughout the project. Payment is due within thirty (30) days of receipt and approval of our invoice. Late fees shall be accessed per Section 2 of the Illinois Interest Act.

SCHEDULE

We are available to start this project immediately upon your authorization to proceed. Williams Design Build anticipates accomplishing the above Scope of Work in the following timeframe:

<u>Work Item</u>	<u>Date</u>
Project Start-up	September/October 2012
Design, Pre-Construction and Bidding Phase	November through February 2013
Construction Documents Complete	February 2013
Quality Control and Bid Scopes	March 2013
Bidding and Bid Review Negotiations	March 2013
Issue Documents for Permit (<i>Note 1</i>)	March 2013
Board Approval	April 2013
Start Construction	April 2013
Building Improvements Completed	September 2013

Note 1: Construction start is dependent on receiving all required permits.

If you are in agreement with the terms and conditions of this Letter of Agreement, please sign and date below, and return one copy to our office. Upon receipt of the signed proposal, we shall prepare an AIA B132-2009, Standard Form of Agreement between Owner and Architect, Construction Manager as Advisor Edition and an AIA C132-2009, Standard Form of Agreement between Owner and Construction Manager as Adviser, which will further define our services and responsibilities. This Letter of Agreement shall become a part of the AIA document, as amended by the Owner and CM.

GENERAL PROVISIONS

1. Payments shall be made to Williams Design Build for services and reimbursable expenses on a monthly basis, and payment is due within thirty (30) days of your receipt of each invoice.
2. Reimbursable expenses will be an additional cost which includes such items as printing, copying of Bid Documents and reports, photography, long distance phone calls, faxes, overnight shipping, mail, travel, special deliveries, etc.
3. Williams Design Build's standard insurance coverage is provided for delivery of these Construction Management Agency (CMA) services. This cost will be a reimbursable expense. Should "at risk" delivery methods or additional requirements or coverages such as builder's risk be required, the increased premium cost shall be an additional reimbursable cost to the Owner.
4. The following items have not been included:
 - Civil survey and topographical survey
 - Soil borings and soil investigations costs
 - Attendance and services in association with special use and public hearings
 - Wetland delineation, mitigation and permitting
 - Construction material testing costs
 - Impact fees, permit fees and review fees
 - Utility tie-in fees and improvements
 - Utility consumption costs during construction (gas, water, and power)
 - Owner fixtures, signage, low voltage lines and equipment costs such as roof lights, telephone lines, security system, sound systems, etc.
 - Performance and payment bonds by the CM

- Removal, repairs or replacement of existing roadways, sidewalks and parking lots are not included in the CM fee or general conditions costs.
 - Moving, storage and any relocation costs associated with Owners personnel, furniture, equipment, and fixtures
5. A mutually agreeable completion date will be included in the agreement. Williams Design Build shall be entitled to additional compensation if services are required past the mutually agreeable date through no fault of Williams Design Build.
 6. The contingency is allocated for the project construction and shall be used by the CM for construction related changes. The City of St. Charles will be informed of all changes in writing and authorization shall be agreed to prior to any contingency being re-allocated. Added scope changes by the Owner shall be added to the project budget.
 7. The sub-contractors shall provide performance and labor and material payment bonds and any barricades or temporary enclosures required for their portion of the work.

We truly appreciate and are excited about this opportunity to be of service to City of St. Charles. If you are in agreement with the terms of this proposal, or any specific phase listed, please sign and return one copy to our office. As discussed we are able to start this project immediately upon your authorization. If you have any question please don't hesitate to call us.

Cordially,



Thomas M. Tristano, AIA
President

xc: Rob M. Ezerins / Williams Design Build
David V. Stermetz / Williams Design Build
John P. Caputo / Williams Design Build

APPROVED:

Authorized Signature – City of St. Charles

Date

Printed Name and Title

REQUEST FOR WAIVING BID PROCEDURE

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

Williams Design/ Build
300 Cardinal Drive, Suite 160
St. Charles, IL 60175

For the purchase of: Architectural and Construction Management Services

At a cost not to exceed: \$ 231,000

Reason for the request to waive the bid procedure: Williams Design/ Build were awarded a previous existing condition analysis based on a competitive Request for Proposal process. This project is a continuation of the services provided by Williams in the existing conditions phase. Williams Design/ Build has provided service fees that are less than comparable fees for this type of work according to professional guidelines and similar past projects. Williams Design/ Build is a local company with offices in St. Charles.

Other Quotations Received: None

Date: 9/24/2012

Requested by: _____

Department Director: _____

Purchasing Manager: _____

Committee Chairman: _____

THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.