

Village of Carol Stream
INTER-DEPARTMENTAL MEMO

TO: Mayor and Trustees

FROM: Robert Mellor, Assistant Village Manager *R/m*

DATE: April 28, 2016

RE: **Contract for Basic Architectural Services and Approval of General Contract Conditions – Municipal Center Remodeling/Renovation/Expansion Project**

At the March 21, 2016 workshop to discuss the Municipal Center Remodeling/Renovation project you reviewed and gave direction on the preliminary design options presented by Williams Architects (W/A), reviewed preliminary funding options for the various construction models and reached consensus on a design option. Design Option 2 consisted of complete remodeling/renovation of the existing Municipal Center including excavation of the unexcavated basement level and construction of a second level over the existing administrative office areas. Staff and the Village Attorney were directed to work with Williams Architect on a proposal for a basic design services agreement for Village Board consideration in April. Staff and the Village Attorney have reviewed the draft architectural services agreement and negotiated changes in the interests of the Village.

Attached for your review is a copy of the Williams Architect proposal for basic design services for construction Option 2. The proposal is based on a total estimated project budget of \$13,100,000 - \$15,650,000 including consultant fees and all purchases related to construction. The attached proposal from Williams Architects for basic services (Schematic Design, Design Development, Construction Documents, Bidding and Construction Administration) is \$840,000 or approximately 7.9% of total construction only costs of \$10,600,000¹. W/A has subsequently agreed to reduce their fee percentage from 7.90% to 7.75%. The proposal contemplates construction taking place in 2 phases to allow Village operations to continue in one part of the building while other areas are being renovated. The added cost for phasing the project is approximately \$358,800 (\$50,000 for construction management and \$308,800 for the 3% construction price escalation). Although this would allow for a quicker completion time, the construction and architect oversight cost savings would be somewhat offset by moving and office rental costs. Another option would be to vacate the building completely to allow the contractor to finish the project in a single phase. This option will be more fully explored during the coming months.

¹ Notes: The total construction cost was determined by using the average total construction cost plus a 3% escalation to 2017. (Average of \$9,379,000 and \$11,207,707 = \$10,293,356 plus the average escalation of \$308,800 = \$10,602,157).

There are other costs not included in the basic services agreement. If we choose to use Williams Architect to perform these functions which, it is recommended that we do, the fees would be as outlined below:

- Interior Design: \$25,000 (**W/A has agreed to include these services in the basic architectural services agreement**)
- Furniture Design & Selection: \$45,000
- Design of Interior Signage: \$ 6,000 (**W/A has agreed to include these services in the basic architectural services agreement**)
- Measurement of existing floor plan layout – hourly, not to exceed \$10,000 (**W/A has agreed to include these services in the basic architectural services agreement**)
- Landscape Architecture, including the design and selection of all exterior trees, bushes, grasses, ground treatments and other plantings (not including irrigation system design) including drought tolerant options: Lump sum of \$6,000
- Design services for low voltage systems (Design through construction administration) including: Low Voltage communication wiring (for these and the phone and computer systems), access control, closed circuit TV and Audio Visual systems: Lump sum of \$21,000
- Interior furniture inventory of the condition of the existing furniture: a lump sum of \$5,000
- Civil Engineering: a lump sum not to exceed \$35,000 (or the Village may choose to engage its own CE).

These additional costs together total \$112,000 if we choose to include all of these services and would need to be included in the estimated project budget numbers. The proposal lists each phase of the project as a separately billable cost which allows the Village to only use those services it desires and suspend any future work in the event of exigent circumstances.

Additionally, the Village will need to retain the services of a cost consultant and construction manager to develop construction costs based on the design prepared by W/A. Construction management costs generally run between 2%-4% of total construction costs. The construction manager would act as the general contractor and be responsible for hiring subcontractors, scheduling work, preparing and submitting payout requests, reviewing lien waivers and generally overseeing the work in progress. Village staff, the architect, the cost consultant and the construction manager will begin at an early stage of the project to jointly review and come to a consensus on the total cost of construction. After the Village Board approves the basic architect services agreement staff will solicit proposals from and interview Construction Managers and Cost Consultants. A recommendation will be forthcoming on these recommendations.

Based on an executed agreement in May 2016, design documents are expected to be completed and project out to bid by early 2017. Commencement of construction could begin by late winter of 2017 or early spring of 2018 and substantial completion would be expected by the summer of 2018 based on a 2 phase construction process.

The Village Attorney and staff have reviewed the agreement and negotiated changes with the architect and their attorneys. The B103 Document is the standard American Institute of Architects (AIA) agreement between the Village (owner) and Williams Architects (architect). The A201 Document is the general conditions of the contract for construction. **Staff recommends the Village Board approve the basic architectural services agreement and general contract conditions with Williams Architects per terms of the attached agreements.** Mark Bushhouse will be in attendance at the Board meeting on Monday night and Jim Rhodes and I are available to answer any questions you may have.

Cc: Joseph E. Breinig, Village Manager
Department Heads

