



To: The Village President and Board of Trustees

From: Chris Dopkins, P.E. Village Engineer

Re: Proposed Public Works Building

Date: August 14, 2022

Please allow this memorandum to follow up the discussions of the July 20th Board meeting regarding the proposed new site for the Public Works Building. Pursuant to those discussions we have prepared an amendment to the professional service agreement and resolution, both of which are attached to this memorandum for your consideration.

Further, our field survey crew visited the site on or about July 23rd and discovered that the corn crop is too tall to complete the site survey and will therefore need to be removed before the survey data can be collected. DPW Howe and our office both reviewed the lease agreement in place and there are no provisions for early crop removal. DPW Howe has contacted the farmer who has thankfully agreed to cut the corn over the area needed by the Village at the beginning of September which will only slightly change the scheduled which I have outlined below. We have also made contact with the State Historic Preservation Office who must approve the site on behalf of DCEO (and their review is also needed to obtain the ILR10 Permit from IEPA). DCEO has now advised that an amendment to the agreement is required since the location of the building is changing. We think it makes sense to get a 30% design complete before amending the DCEO grant. Given the above, the following is a realistic schedule for the project:

September 12th – October 21st: Design of the East Street Site, Design of the Water Main Extension and Sanitary Sewer Extension, Revisions to Building Design to Reflect New Site Conditions, Coordination with DCEO and SHPO, Amendments to Grant Documents.

October 19th: Reauthorizing the bid letting in August since it has been some time since the Board approved public bidding. Formal approval of the plans by the Board.

October 24th – November 11th: Public Bid Letting. Award contracts at November 16th meeting. Execute contract documents and bonds. Obtain IEPA permits for water and sewer concurrently with public bid letting. Begin coordination w/ NICOR, ComEd to extend utilities to the site.

November 2022 – March 2023: Complete shop drawing reviews, final design of footings based on shop drawing reactions from building manufacturer, materials ordered such that they arrive to the site in summer of 2023. It should be noted that delivery times continue to be much longer than normal (especially for electrical equipment) and therefore it will be necessary to approve shop drawings as soon as practicable after the contract is awarded to have a reasonable chance of timely delivery to the site.

March 2023 – May 2023: Complete sanitary sewer and water main improvements.

June 2023 – February 2024: Complete the site and building improvements. Again, note that site grading improvements need to occur during the summer months.

I look forward to discussing the project with the Board. In the meantime, please do not hesitate to contact me at 636-9590 with any questions. Thank you.

Resolution 22- 32

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE TO AMEND A
PROFESSIONAL SERVICE AGREEMENT WITH MCMAHON ASSOCIATES, INC.
FOR DESIGN, BID AND CONSTRUCTION ENGINEERING SERVICES FOR THE
PUBLIC WORKS BUILDING SITE**

WHEREAS, the Village of Poplar Grove (Village) entered into a Professional Service Agreement (Agreement) dated July 7, 2020 with McMahon Associates, Inc. (McMahon) for the design, bid and construction engineering services for a proposed Public Works Building (Building); and,

WHEREAS, the Village desires to relocate the Building to a new site, and therefore it is necessary to completely re-design the civil site improvements, and amend the design for portions of the Building; and,

WHEREAS, McMahon has provided an Amendment to its Agreement for Village consideration; and,

WHEREAS, the Village has determined that it is in the best interest of the Village and its citizens to enter into the Agreement.

NOW THEREFORE BE IT RESOLVED by the President and Board of Trustees of the Village of Poplar Grove, Boone County, Illinois, that:

1. The above recitals are incorporated herein and made part hereof.
2. The Village President is authorized to execute the Professional Service Agreement Amendment with McMahon Associates, Inc. for Professional Engineering Services for the Public Works Building.
3. FURTHER, said Agreement is attached to and made part of this resolution.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2022.

AS FOLLOWS:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2022

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK: _____

Village of Poplar Grove
200 N. Hill Street
Poplar Grove, IL 61065

Date: August 14, 2022

McM. No. P0013-7-22-00109

PROJECT DESCRIPTION:

The Village of Poplar Grove (Village) is planning to construct a new Public Works Facility. McMahon Associates, Inc. (McMAHON) has been working with the Village and has developed construction documents for a new Building located at 100 East Street. Due to a number of unforeseen conditions, mainly delays in obtaining grant funding from the Department of Commerce and Economic Opportunity, and others relating the pandemic, the Village has decided to relocate the facility to a 14-acre parcel under its jurisdiction located along the south of Park Street east of East Street. It is therefore necessary to (1) redesign the civil site improvements and make necessary changes to the grant documents; (2) , revise the building plans to reflect the new site location/geometry; (3) extend sanitary sewer and potable water improvements to the site which require both plans and IEPA permits; and (4) update the budgetary values for professional fees as McMahon's rates have changed since the time of the commencement of design in 2020.

There will be two (2) contracts bid for the project. Contract "A" will include the building improvements and coordination of site improvements for any site improvement within 10' +/- of the building footprint; and Contract "B" will include the offsite potable water/sanitary sewer and civil site improvements. The Village has secure a \$200,000 grant through DCEO for the civil site improvements and Contract "B" will include the provisions required under the grant documents.

SCOPE OF SERVICES:

McMAHON agrees to amend its July 20, 2020 agreement as follows:

Civil/Site Design Services Include:

1. Site Survey.
2. Site Plan.
3. Stormwater management plan.
4. Storm Water Pollution Prevention Plan and File Notice of Intent w/ IEPA.
5. Coordination of Site Design with Architectural, Plumbing and Electrical Design.
6. Coordination of Site Design with Utilities.
7. Specifications for Site Improvements.
8. Plans for the extension of potable water and sanitary sewer.
 - a. Prepare IEPA Permit Documents and assist the Village with obtaining IEPA permits.
9. Division 0 Contract Documents for Contracts "A" and "B".

Architectural Design Services Include:

1. Revise building plans to reflect new site conditions.

Structural Services Include:

1. Structural Specifications sections.
2. Revise building plans to reflect new site conditions.

3. Coordination with the metal building requirements with the pre-engineered building supplier.
4. Prepare structural calculation package. Design of the structural system will be based on the International Building Code.
5. Furnish required number of stamped plans and stamped calculations to comply with local review process.

Electrical Services Include:

1. Revise building plans to reflect new site conditions.
2. Redesign of electrical distribution.
3. Coordination of electrical utility service(s).
4. Redesign exterior lighting, including lighting controls.
5. Redesign of exterior lighting photometrics for permit submittal.
6. Design of voice data systems infrastructure.
7. Review of shop drawings.

NOTE: Excluded from Electrical Scope of Design, but potentially available for additional fees: Engineering to achieve LEED (or similar) status; Design of audio-visual, fire-alarm, photovoltaic, or generator elements.

HVAC Services Include:

1. Revise building plans to reflect new site conditions.
 2. Code review submittal of the HVAC system to meet 2015 IMC.
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Plumbing Services Include:

1. Revise building plans to reflect new site conditions.
2. Redesign of plumbing and sanitary services and building connections based on civil site design.
3. Solids interceptor selection.

Bidding & Contract Services Include:

1. Host a pre-bid meeting, and issue minutes of the pre-bid meeting.
2. Answer questions and issue addenda during the bid period.
3. Review proposals with the Village of Poplar Grove
4. Provide recommendation for award to lowest responsive, and Owner deemed responsible contractor for Contracts "A" and "B".
5. Preparing AIA documents.

Construction Administration Services Include:

1. Attend Construction Meetings – as requested.
2. Answering questions and issue clarifications during construction.
3. Shop Drawing reviews.
4. Construction staking.
5. Periodic field observations of contractor progress for building and site improvements.
6. Full time construction observation for potable water and sanitary sewer improvements.
7. Progress updates to the Village.
8. Issue Substantial Completion Statement.
9. Issue Compliance Statement.

Design Deliverables Include:

- One electronic copy (disk) of all drawings.
- Stamped Structural Drawings and Calculations as noted above.

Exclusions:

This proposal does not include the following although they may be available for an additional fee: Modifications to drawings or structural calculations as a result of significant changes in scope or design requirements, including but not limited to changes in size, complexity, construction schedule, and site conditions that vary from those assumed for the development of drawings or calculations; Additional Design Services for items not specifically addressed in McMahon's scope; Permit fees; Grant Administration; Geotechnical consulting; Materials testing; Hazardous materials investigations; Presentations to local government if required to gain site plan approval or a change of zoning; A certified survey; Soil borings; Interior finishes or furnishings selections; As-built drawings.

SPECIAL TERMS:

The Village of Poplar Grove agrees that the Project Description, Scope Of Services and Compensation sections contained in this Agreement, pertaining to this project or any addendum thereto, are considered confidential and proprietary, and shall not be released or otherwise made available to any third party, prior to the execution of this Agreement, without the expressed written consent of the McMahon Group of Companies.

COMPENSATION: (Does Not Include Permit or Approval Fees)

McMAHON agrees to provide the Scope of Services described above for the following compensation:

Design Phase by Discipline:

- | | |
|---|------------------------|
| ■ For Final Design Services, Site Survey/Water/Sanitary Sewer/Civil; Lump Sum..... | \$16,500.00 |
| ■ For Final Design Services, Architectural; Lump Sum..... | \$1,500.00 |
| ■ For Final Design Service, Structural; Lump Sum..... | \$1,000.00 |
| ■ For Final Design Service, Electrical; Lump Sum..... | \$2,700.00 |
| ■ For Final Design Service, Plumbing; Lump Sum..... | \$400.00 |
| ■ <u>For Final Design Services, HVAC; Lump Sum.....</u> | <u>\$300.00</u> |
| Design Fee..... | \$22,400.00 |
| ■ For Bidding & Contract Services; Lump Sum..... | \$6,500.00 |
| ■ For Construction Administration Services, Time & Expense (est.)..... | \$65,000 - \$85,000.00 |
| ■ Reimbursable Expenses; Time & Expense. Reimbursable expenses include mileage, photocopies, and mailing charges. | |

We will invoice monthly, based upon the percentage of work completed. Invoices are payable within 30 days of receipt. Late payments will be subject to interest at a rate of 1.5% per month. Services will be provided in accordance with McMahon's General Terms and Conditions, copy previously provided with McMahon July 20, 2020 proposal.

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COMPLETION SCHEDULE:

We are prepared to begin work immediately and will work with you to meet the Village's required schedule.

The Agreement Fee Is Firm for Acceptance Within Sixty (60) Days From Date Of This Agreement.

VILLAGE OF POPLAR GROVE**Poplar Grove, IL**

By: _____

Title: _____
Donald Sattler
Village PresidentDate: _____
August 17, 2020**McMAHON ASSOCIATES, INC.****Machesney Park, IL**

By: _____

Title: _____
Christopher D. Dopkins, P.E.
Associate/Project ManagerDate: _____
August 14, 2022

Please Return One Copy for Our Records
1700 HUTCHINS ROAD - MACHESNEY PARK, IL 61115
PH. 815.636.9590 ▪ FX. 815.636.9591 ▪ WWW.MCMGRP.COM