



Memorandum

To: Honorable Mayor and Members of the City Council
Administration and Public Works Committee

From: David Stoneback, Public Works Agency Director
Lara Biggs, Bureau Chief – Capital Planning / City Engineer
Stefanie Levine, Senior Project Manager

Subject: Fleetwood-Jourdain Center HVAC and Electrical Improvements (RFP No. 16-01), Change Order No. 2

Date: May 22, 2017

Recommended Action:

Staff recommends City Council authorize the City Manager to approve Change Order No. 2 for engineering services related to the Fleetwood-Jourdain Center HVAC and Electrical Improvements Project (RFP No. 16-01) with Clark Dietz, Inc. (118 S. Clinton Street, Suite 700, Chicago, IL 60661), in the amount of \$18,700. This will increase the contract amount from \$93,997.00 to \$112,697.00 and extend the contract completion deadline from March 31, 2017 to March 31, 2019.

Funding Source:

Funding will be provided from the Capital Improvement Program (CIP) General Obligation Bonds (Accounts 415.40.4116.62145 – 616007 and 415.40.4117.62145 - 616007). This project was budgeted at \$1,729,000 in FY 2017.

Livability Benefits:

Built Environment: Enhance public spaces; Address indoor and outdoor air quality and light pollution

Climate and Energy: Improve energy and water efficiency

Education, Arts & Community: Preserve and reuse historic structures and sites

Background Information:

Fleetwood-Jourdain's existing HVAC and electrical system are beyond their useful life, in poor condition and do not meet a variety of current building codes. Clark Dietz, Inc. is currently under contract to design improvements and provide construction administration services for replacements and upgrades to these critical building systems. The project was issued for bid on February 9, 2017 and one bid was received on March 7, 2017. Unfortunately, the bid received was over the available budget resulting in a decision to revise the scope of work and re-bid the project for construction

in 2018. In order to modify the specifications, drawings and bid documents and to rebid the project, Clark Dietz must provide additional engineering services. Additionally, as the project was originally planned for construction in 2016 (now delayed two years due to funding limitations), Clark Dietz's salary increases also result in additional cost for their construction administration services.

A breakdown of funding for this project is as follows:

Account Summary	
Project Funding (detailed above)	\$1,729,000.00
Clark Dietz Original Contract Amount	-\$74,997.00
Change Order #1 – design work for finishing/draining an existing crawl space and a domestic hot water heat exchanger (approved on 05/31/2016)	-\$19,000.00
Change Order #2 (pending)	-\$18,700.00
Balance Remaining	\$1,616,303.00

A copy of the consultant's proposal is attached for reference. It is currently anticipated that the project will be re-bid in fall 2017 with construction occurring in spring and summer of 2018.

Legislative History:

Council approval of base contract on 02/22/2016

Attachments:

- Consultant proposal
- Change order No. 2



May 1, 2017

Stefanie Levine - City of Evanston
Senior Project Manager
City of Evanston
Lorraine H. Morton Civic Center
2100 Ridge Avenue,
Evanston, IL 60201

Re: Fleetwood Jourdain Rebid Proposal

Dear Ms. Levine:

Clark Dietz is pleased to submit this proposal for professional engineering for additional design and construction phase services for the Fleetwood-Jourdain Center HVAC and Electrical upgrade project.

Our Proposal is presented in four parts:

- Scope of Services
- Schedule
- Compensation

Scope of Services:

The following is the specific scope of work for the additional design and construction phase services. In the scope listed below, the design phase services include preparation of construction drawings and specifications. Similarly, the construction phase services include review of the shop drawings and responding to any questions that may arise during construction.

1. Revise current bid set drawings and documents to allow rebidding of the project in Fall 2017.
2. Revise the documents to be repackaged with revised alternates, project scope and schedule.
3. Provide revised probable construction cost estimate based on revisions to the plans.
4. Provide bidding phase services during rebid process.
 - a. Attend pre-bid meeting during project rebid.
 - b. Respond to contractor RFIs during bidding.
 - c. Evaluate rebid proposals from contractors.
 - d. Evaluate contractor qualifications and references for apparent low bidder.
 - e. Provide recommendation to the city based on our evaluations/findings.
5. Provide construction phase services in 2018, instead of 2016 as initially scoped for the project. This will require salary escalation of staff and expenses.



Schedule:

Based on our conversation, the City intends to start construction on this project in March 2018. We recommend the re-bid for September 2017. This should allow adequate time for the City contracts and contractor submittal review. We anticipate submittals review process to be approximately 6-8 weeks. We will work with the City to meet these dates after further discussion on actual task completion dates.

Compensation:

Clark Dietz proposes to perform the scope of work on an hourly not to exceed basis for all tasks listed above. We estimate that the scope of work in this proposal will not exceed \$15,700.00. Please note the contract modification amount is based on an estimate of the number of hours we think may take to complete the listed tasks. If the actual effort required is less, those hours will not be billed.

Additionally, we are requesting \$3,000 for salary increases since construction of the project will be completed in 2018. This is based on the difference in 2016 and anticipated 2018 salary rates. Please let me know if additional documentation is required to justify this amount.

The compensation for these additional services is \$18,700 (\$15,700 not to exceed + \$3,000 fixed).

Thank you for the opportunity to propose our consulting engineering services. Please call me if you have any questions or need further clarification. We look forward to continue working with you on this project.

Sincerely,

Clark Dietz, Inc.

Nirav T. Patel
Project Manager
E-mail: nirav.patel@clarkdietz.com

Sincerely,

Clark Dietz, Inc.



May 2, 2017

Stefanie Levine - City of Evanston
Senior Project Manager
City of Evanston
Lorraine H. Morton Civic Center
2100 Ridge Avenue,
Evanston, IL 60201

Re: Fleetwood Jourdain Rebid Proposal

Dear Ms. Levine:

Per your request below please find details on breakdown for each task required to be completed for rebid work for the subject project, including providing construction phase services in 2018.

Task	Personnel							Expenses
	NTP	KRP	DMW	PLZ	CLS	SMM	ED	
Coordination with the City	2							
Revise Drawings	4	6	12	6	10		2	
Revise Specifications	2			2				
QAQC	4	2		2				
Re-production of Revised Documents	4		1	2	2			\$ 1,000.00
Update Opinion of Probable Construction cost	2							
Pre-Bid Conference	4							\$ 50.00
Contractor RFIs	2	2		2		2	2	
Prepare Addendum	1	2	1	2	1	1	1	
Evaluate Rebid Proposals	2			2				
Evaluate Contractor Qualifications	5			2				
Contractor Recommendation	2							
Total Hours	34	12	14	20	13	3	5	101
Billing Rate	\$ 165.00	\$ 165.00	\$ 105.00	\$ 145.00	\$ 130.00	\$ 165.00	\$ 100.00	
Sub Total	\$5,610.00	\$1,980.00	\$1,470.00	\$2,900.00	\$1,690.00	\$ 495.00	\$ 500.00	\$ 1,050.00
Total								\$15,695.00



Additionally, below are details on rate increase for construction phase services of the contract based on Direct Wage Expenses increases from 2016 to 2018.

Fees Remaining for Construction Phase (A)	\$ 22,655.00
Total Hours Remaining (B)	184.00
Average Rate for 2016 (C)	\$ 123.13
Average anticipated Rate for 2018 (D)	\$ 139.55
Total value of work remaining (CXD)	\$ 25,677.20
Increase from 2016 (D-A)	\$3,022.20

I hope this address all questions you may have had related to our contract mod request. Please let me know if you have any further questions.

Sincerely,

Clark Dietz, Inc.

Nirav T. Patel
Project Manager
E-mail nirav.patel@clarkdietz.com

SCHEDULE OF GENERAL BILLING RATES

CLARK DIETZ, INC.

January 1, 2017

<u>TITLE</u>	<u>HOURLY RATE</u>
Principal	\$235.00
Engineer 8	215.00
Engineer 7	195.00
Engineer 6	185.00
Engineer 5	165.00
Engineer 4	145.00
Engineer 3	130.00
Engineer 2	115.00
Engineer 1	105.00
Technician 6	165.00
Technician 5	140.00
Technician 4	130.00
Technician 3	110.00
Technician 2	90.00
Technician 1	80.00
Clerical	85.00

Notes:

The rates in this schedule will be reviewed and adjusted as necessary but not sooner than six months after the date listed above. Rates include actual salaries or wages paid to employees of Clark Dietz plus payroll taxes, FICA, Worker's Compensation insurance, other customary and mandatory benefits, and overhead and profit. All project related expenses and subconsultants will be billed at 110% of actual cost to cover handling and administrative expenses.