



January 12, 2022

Mr. Anthony Andros
Assistant Library Director
Orland Park Public Library
14921 Ravinia Avenue
Orland Park, IL 60462

**ORLAND PARK PUBLIC LIBRARY BOILER REPLACEMENT
PROFESSIONAL SERVICES PROPOSAL**

Dear Mr. Andros,

Thank you for taking the time to meet with Joe and myself to discuss your need for the replacement of the two boilers at the Orland Park Public Library. Accordingly, Wight & Company (Wight) is pleased to submit this proposal for professional services to Orland Park Public Library for your proposed Boiler Replacement project. We have prepared our proposal in the following four parts:

PROJECT UNDERSTANDING
SCOPE OF SERVICES
SCHEDULE
COMPENSATION

PROJECT UNDERSTANDING

Based on the conversation with the Mary Adamowski, Steve Newman, and Anthony Andros, the Library has decided to replace the aging boilers currently in place at the Orland Park Public Library:

- This project will involve removal and replacement of (2) existing Aerco Benchmark 2.0 boilers. The new boiler capacity will equal the boilers being demolished. Modifications will not be made to the existing hot water piping system, natural gas system, and boiler flues unless required for the new boilers except as required for the new connections. The new boilers will be tied into the library building automation system (BAS).

SCOPE OF SERVICES

Field Survey

Wight shall visit the library to get a better understanding of the changes required to implement the boiler replacement as described above. This will involve a thorough investigation of the existing conditions (flues, equipment, piping etc.) and building services (gas, electric, water etc.) We will also engage with the building engineer to better understand the existing conditions, and we will review any available as-built drawings and specifications.

Contract Documents

Wight shall prepare design specifications and a scope narrative depicting the work related to the project. This proposal does not include design drawings; if design drawings are required an additional service fee will need to be negotiated.

Construction Administration (CA) Services (Design Team)

Wight will assist during the construction process. We will review shop drawings and product data to establish compliance with the written specification. Wight will respond to RFI's as coordinated with our Construction Management team and will conduct all close-out activities to ensure a proper and quality installation.

Construction Management

Wight will perform professional Construction Management services to procure, schedule, and manage the construction process in a transparent and open-book approach on a cost-plus a fixed fee basis. Upon completion of the design specification, we will competitively bid the work to contractors, keeping you engaged in the process from bidding to contract award. Wight will generate all bidding documents, consisting of contractor scope of work, bid forms, and issuance and distribution of the Notice to Bidders. Wight will pre-qualify contractors and shall perform scope reviews of the lowest bidders to ensure the scope of work is appropriately covered under this project. We will assign a full-time site superintendent, who will remain at the project location during all construction activities, assuring the activities of trade contractors are coordinated with your staff and immediately addressing any questions or concerns that may arise.

SCHEDULE

Wight proposes to begin work on this assignment upon your authorization to proceed. Our initial estimate of the timeline is as follows:

- Design Specifications: 2 weeks
- Bidding & contract awards: 3 weeks
- Submittal collection and review: 1 week
- Equipment procurement: 26 weeks
- Construction: 1-2 weeks

Our immediate focus will be to identify equipment which fits the requirements of the replacement, while placing specific attention to the lead times that may affect the project schedule.

COMPENSATION

Wight & Company proposes to provide these Basic Design Services for a fixed fee of Seven Thousand Five Hundred Dollars (\$7,500.00).

Wight recommends the Library budget reimbursable costs associated with this proposal at Five Hundred Dollars (\$500.00). The Library shall reimburse Wight for reimbursable expenses and shall be billed at one point one (1.10) times the direct cost of the items noted below:

- Supplies, materials, and costs related to specific reports and presentations
- Local travel reimbursable expenses

For the Construction Management services described in the Scope of Services, Wight proposes providing the following staffing to deliver the scope as outlined:

- A Preconstruction Services Fee of Two Thousand Five Hundred Dollars (\$2,500) to cover preconstruction services of bidding, planning, and procuring the subcontracts.
- A CM Fee of 3% of the Cost of the Work, not to exceed Four Thousand Five Hundred Dollars, (\$4,500) to be fixed at the time of the bid collection

- General Conditions Labor in the amount of Eight Thousand Dollars (\$8,000) to cover the cost of site and project management and site expenses, which includes:
 - Project Management support throughout the construction and close-out phases
 - One full-time site superintendent during the construction phase for site coverage and coordination.
 - Project Coordinator support to assist with submittals, applications for payment, and project administration.

The project budget will include General Conditions Expenses and General Requirements totaling One Thousand Six Hundred Dollars (\$1,600) to cover the cost of project site expenses, including:

- Site personnel support costs including cell phones and other technology
- Site general requirements costs including safety supplies, temporary protection, and other site support costs.
- General Liability Insurance

Invoicing will be developed based on effort completed to date and submitted at the end of each month.

We greatly appreciate the opportunity to continue to partner with Orland Park Public Library in the effort to maintain and improve your facilities.

Respectfully submitted,

Wight & Company



Jim Nagle, DBIA, LEED AP
Sr. Vice President, Director of Construction



Jason Dwyer, AIA, LEED AP
President, Design & Construction

Approved by:



Signature

Mary G. Adamowski
Printed Name

1/20/2022
Date

Library Director
Title