

ADDENDUM #1

REQUEST FOR QUALIFICATIONS PLANNING, ARCHITECTURAL AND ENGINEERING DESIGN, AND CONSTRUCTION MANAGEMENT SERVICES

Project Title: **Planning, Architectural and Engineering Design, and Construction Management Services for New Public Safety and Village Hall Building**
Village of Carpentersville, IL

A pre-proposal meeting was held at the Village Hall on October 10, 2023 at 1:00 PM. A copy of the PowerPoint Presentation used at the pre-proposal meeting is attached. Also, attached is a sign-in sheet of attendees at the pre-proposal meeting.

This addendum is to provide answers to questions that were asked at the pre-proposal meeting or were submitted to the Village in writing at the time of the issuance of this Addendum. Responses provided in this written Addendum shall govern.

This Addendum is being sent via email to all attendees of the pre-proposal meeting and Request for Qualifications solicitation holders who have contacted the Village. This Addendum is also being posted on the Village's website. The Village assumes no liability for anyone not receiving this addendum as a result of any attendee not signing in at the pre-proposal meeting or providing an incorrect emails address.

The following questions and responses are provided:

- 1. Will the consultant be responsible for construction management services for the project?**
RESPONSE: Yes, the consultant is required to submit their qualifications relative to the construction management services for the project. The Village has not yet determined the level of engagement it may seek from the consultant but it is anticipated that consultant would be responsible to oversee and manage the construction phase services to verify compliance with the approved construction documents, approve progress payment, and manage the daily work of the contractor.
- 2. What are the delivery methods (design/build) for the chosen consultant firm?**
RESPONSE: At the present time, the anticipated delivery model is design-bid-build.
- 3. Are there any socio-economic team requirements from the Village?**
RESPONSE: There are no socio-economic or minority participation anticipated for this project. The project is not federally funded.
- 4. Will construction estimating be handled by the chosen consultant firm?**
RESPONSE: Yes. The consultant shall be responsible for providing construction costs estimates at various milestones.
- 5. Is the Village Hall project currently funded and what is the source?**
RESPONSE: The project will be funded via bonding and Village has bonding capacity.

6. What is the order of magnitude for Phase I estimates?

RESPONSE: The order of magnitude estimates are as provided in the Larson and Darby report attached with the RFQ. The Village has not validated these estimates.

7. Section D and Section E of the RFQ appears very similar. How would you like this to be differentiated?

RESPONSE: The consultant may wish to respond to these sections however they feel best to address the elements requested in the RFQ. If client references are included in the project case studies provided in Section D, you can reference those in Section E. Alternatively, you can provide different client references who can validate your past proven performance.

8. Does the Village wish that interested firms include civil engineering services as part of their project team for the submission?

RESPONSE: Yes, the solicitation is for Planning, Architectural and Engineering Design, and Construction Management services. It is recommended that the firm provides any subconsultant who will be utilized for any portion of these services.

--END OF ADDENDUM #1--



Building Communities.
Improving Lives.

PRE-PROPOSAL MEETING PUBLIC SAFETY AND VILLAGE HALL BUILDING Status Overview and Update

October 10, 2023




PRESENTATION OUTLINE

- ▶ Background
- ▶ Existing Facility and Potential Sites Analysis
- ▶ Project Description
- ▶ Site Constraints
- ▶ RFQ Summary
- ▶ Next Steps
- ▶ Tour of Building and Site - 45 minutes
- ▶ Questions & Answers - 45 minutes

BACKGROUND

- ▶ Current Village Hall Facility includes Police Station as well as the following departments:
 - ▶ Village Manager's Office; Human Resources; Finance; Community Development; Information Technology
- ▶ Separate from the existing Village Hall and Police Station site, Village Fire Department currently operates from three stations
 - ▶ #91 Spring St
 - ▶ #92 Lake Marian Rd
 - ▶ #93 Sleepy Hollow Rd

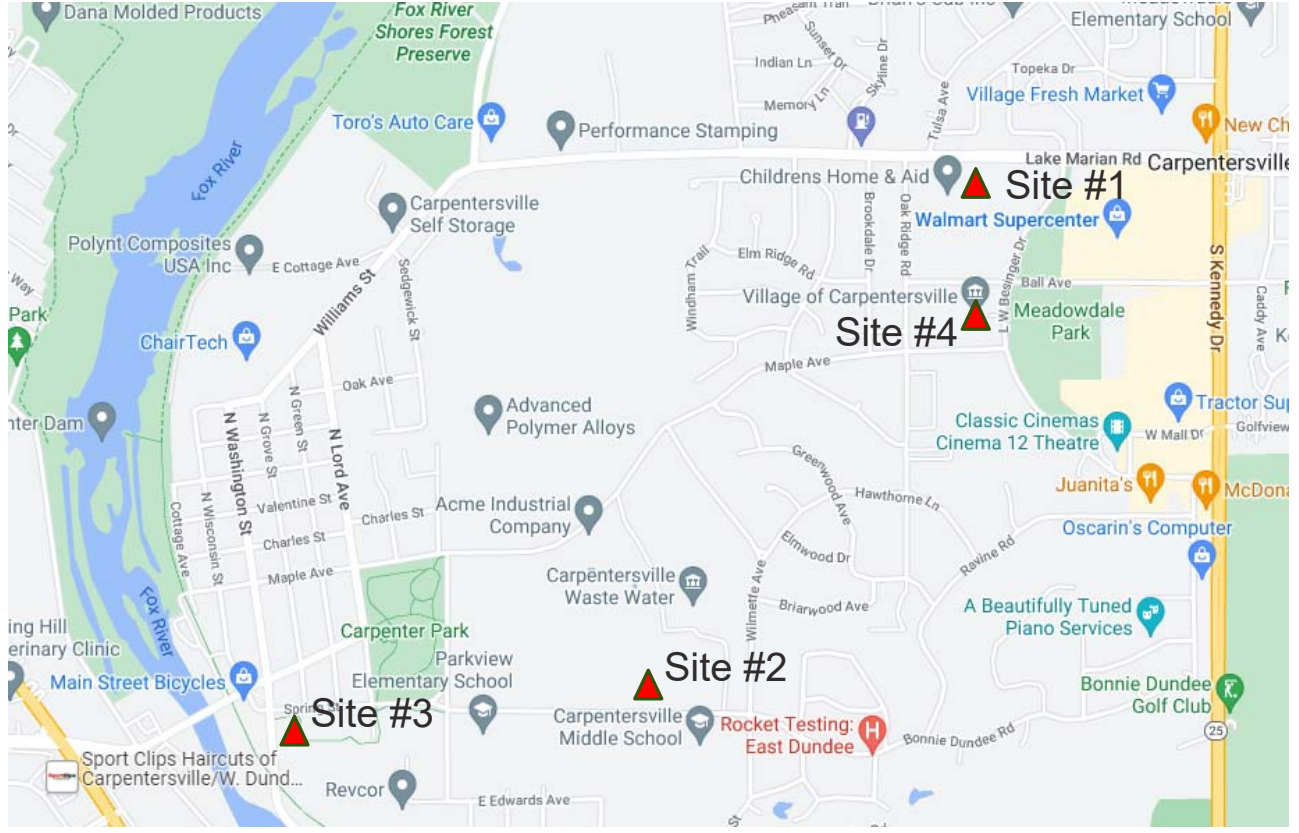

Existing Facility and Potential Sites Analysis



VILLAGE OF CARPENTERSVILLE

Site Evaluation & Planning Report
LDG# 32141

January 8, 2023



▲ Potential Site Locations Previously Evaluated

Project Description

Recommended Building Size
(65,000 to 80,000 SF 2-story
structure with partial basement)

- ▶ Village Board has authorized proceeding with redevelopment of 1200 LW Besinger site, which is bounded by Elm Avenue (north); Besinger Drive (east); Maple Avenue (south); and Oak Ridge Road (west). Total acreage is approx. 8.75 acres.
- ▶ Clarification – RFQ states on Page 2 that new Village Hall and Public Safety Building will be a 70,000 square foot facility. **Intended language was New Village Hall and Public Safety Building, recommended by the Larson & Darby Group to be between 65,000 to 80,000 square feet, 2-story structure with partial basement**

Project Description

Recommended Building Size
(65,000 to 80,000 SF 2-story
structure with partial basement)

- ▶ Village is interested in space use consolidation generally
 - ▶ e.g., public service areas are currently split amongst
 - 1st Floor Finance / Utility Billing lobby &
 - 2nd Floor Community Development / Building Permit counter
- ▶ And the Village is interested in *opportunities to effectively provide for the consolidation of Fire Station 91 and Fire Station 92
 - ▶ *Consolidation of Fire Stations 91 and 92 will undergo additional analysis and discussion both internally amongst the Village and with the selected firm in terms of how the “Public Safety” component of the new facility evolves

SITE CONSTRAINTS

- ▶ Source Water Contamination Rules
- ▶ Stormwater Requirements
- ▶ QuadCom 911 Dispatch Center building
- ▶ LW Besinger Drive scheduled for 2025 reconstruct

REQUEST FOR QUALIFICATIONS

▶ Submittal Requirements

- Cover Page
- Letter of Interest or Cover Letter
- Project Team
- Firm Capabilities
- Past Proven Performance on Similar Projects
- Project Understanding and Approach
- Additional Information

▶ Evaluation Criteria

- Project Team – 30%
- Firm Capabilities – 30%
- Past Proven Performance on Similar Projects – 20%
- Project Understanding and Approach – 20%

▶ Non-Mandatory Pre-Proposal Meeting

- **Being held today!**

REQUEST FOR QUALIFICATIONS

▶ 2 Phase Approach

- Phase 1 scope of services will comprise of Site Planning, Alternative Analysis as it relates to building and site layout, Architectural Conceptual Design, Architectural Schematic Design, Building Code Compliance review, Conceptual Engineering Design, review and summary of Zoning Ordinance Compliance and other Applicable Regulatory Compliance requirements.
- Phase 2 scope of services will include Architectural Design Development, Construction Documents, Preliminary and Final Engineering Drawings and Specifications, Permitting, and Construction Management Services for the preferred alternate.



Village of
Carpentersville, IL



NEXT STEPS

- ▶ SOQ Due November 2 by no later than 4:00 PM at Village Hall
- ▶ Consultant Selection – December 2023
- ▶ Negotiate Contract – December 2023
- ▶ Board Approval – January 2024
- ▶ Start Phase I – February 2024

Questions



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