



VILLAGE OF HOFFMAN ESTATES
1900 HASSELL RD.
HOFFMAN ESTATES, IL 60169

REQUEST FOR PROPOSALS
ARCHITECTURAL/ENGINEERING SERVICES FOR NEW FIRE STATION #21

Issued: 11-21-2023

1.0 INTRODUCTION

1.1 Purposes of Request

The Village of Hoffman Estates is seeking proposals from firms to provide complete architectural and all associated and necessary engineering (AE) services for the programming, design, construction documents, and construction administration of a new fire station in Hoffman Estates. To be qualified, the AE should have a demonstrated record of experience in the design and engineering of new public buildings, with specific experience in fire stations combined with experience with construction management delivery for the public sector.

1.2 Background

Historical Perspective

The Village of Hoffman Estates has recently completed a fire station location analysis, facility analysis, and conceptual design study for the construction of two fire stations, Fire Station 21 and Fire Station 22. Additional information for Station 21 is provided in Appendix “A”.

Fire Station 21 will be constructed first, with construction anticipated to begin ideally in late summer to early fall of 2024. Fire Station 22 construction is tentatively scheduled to begin in 2026 as a separate project. Existing Fire Station 21, at 225 Flagstaff Lane, is located next to Chino Park, which the Village owns. It is the Village’s intention to construct new Fire Station #21 on a portion of Chino Park, allowing the current station to remain operational during construction. The actual site is to be determined. Concurrently, the Village is planning a reconfiguration and reconstruction of the adjacent parking lot south of Chino Park. Coordination between the two projects will be necessary and could involve an expanded scope.

The second station (Station 22) will be constructed on a newly acquired parcel near the current Station 22.

The Village is open to using the same AE firm for both stations; however, the Village reserves the right to solicit for another AE firm for the second station should the Village choose to do so.

1.3 Project Description

This project will consist of programming, designing, preparing construction documents, (drawings and specifications for permit and bid) and construction administration for a fire station of approximately 13,500 sq.ft. to efficiently serve the citizens of Hoffman Estates. The building will be a single-story structure containing an apparatus floor area, living quarters, and sufficient space for equipment and supply storage, office areas, and training needs. The project will include all necessary design and engineering for site development including pavement and parking facilities appropriate for the size and location of the building. The Owner has no specific “sustainable” or “green” design goals for certification by any agency, however, the design shall be compliant with current energy, conservation, and related codes that have been adopted by the Village.

Following the completion and occupancy of the new Station 21, existing Station 21 will be razed, and the site area will be incorporated into the Chino Park property. The A/E’s services shall include preparation of such documents (drawings and specifications) as may be appropriate and necessary for the demolition of existing Station 21 and full restoration of that property area as appropriate for the park’s configuration.

The completed facility must integrate into the neighborhood and be aesthetically pleasing to nearby residents while also meeting the fire department's functional and operational needs and the Village's standards for quality.

1.4 Professional Services Required

In general, the professional services require, but are not limited to, all architectural and engineering services including construction phase administration needed to accomplish the programming, design, construction documents, and construction in an expeditious and economical manner consistent with the interests of the Village as owner. It is anticipated that these services will include, at a minimum, review and understanding of the existing study, review of the existing Space Needs Program and updating as needed, schematic design, design development, presentations to Village Board and approval committees, stormwater design, construction documents (complete drawings and specifications), demolition documents, and construction administration throughout the construction phase.

The selected AE must provide all services necessary to meet the goals and objectives of the project. Further information on the services that the Village anticipates will be needed for this project is contained in Section 2.0 and 3.0.

1.5 Village Contact

Attn: Dan O'Malley, Deputy Village Manager
Village of Hoffman Estates
1900 Hassell Rd.
Hoffman Estates, IL 60169
(847) 781-2602 (office)
Email: Dan.Omalley@vohe.org

1.6 Receipt of Proposals Deadline

The deadline for the receipt of proposals and fees is December 6, 2023 at 4:00 p.m. in the Village Clerk's Office at the Hoffman Estates Village Hall, 1900 Hassell Rd, Hoffman Estates, IL 60169.

1.7 Schedule

- RFP Issued 11/21/2023
- Written proposals must be submitted by 4:00 p.m. 12/6/2023 in the Village Clerk's Office, Village Hall, at 1900 Hassell Rd.
- Interviews (if needed) the week of 12/11/2023 (times to be determined)

- Recommendation to Public Health and Safety Committee and Village Board for approval 12/18/2023 and 1/2/2024
- Contract Negotiations – 12/19/2023 to 12/30/2023

- Start A/E services 1/3/2024

These dates are estimates and are subject to change.

2.0 GENERAL SCOPE OF PROJECT

This project will be delivered under a Construction Manager (CM) as Constructor delivery method. The Village has completed the CM selection process and chosen Camosy Construction Incorporated as the CM. Construction of this project shall be accomplished via bidding of multiple “trades” packages with contracts between the CM and the subcontractors that will perform the work. The Owner – Architect agreement will be the AIA A133-2019 and the AIA A201-2017 General Conditions, each with modifications. Copies of the proposed contract documents will be provided to selected firms. The Fire Department is scheduled to occupy the facility upon commissioning and acceptance of the building.

3.0 SCOPE OF SERVICES

3.1 Owner provided services

- a) Land surveying
 - a. With assistance from the A/E and CM to establish a Scope of Services
- b) Geotechnical Investigation and report
 - a. With assistance from the A/E and CM to establish a Scope of Services
- c) Hazardous materials investigation and report for existing Station 21
 - a. With assistance from the A/E and CM to establish a Scope of Services
- d) Building Systems Commissioning (if appropriate for the final design)
 - a. With assistance from the A/E and CM to establish a Scope of Services

3.2 A/E Services

The AE firm must provide all services necessary to meet the goals and objectives of the project. From the Village’s perspective, the services should as a minimum include all services standard and normal for a project of this nature and as called for in the A133-2019, and also include but not be limited to, the services outlined below.

1. Civil engineering – including stormwater
2. Structural engineering
3. Mechanical engineering (HVAC)
4. Plumbing engineering
5. Electrical engineering, including Fire Alarm and Station alerting systems.
6. Fire Protection (fire sprinkler) – see notes below
7. Low Voltage Systems Design (AV, phone, data) (equipment by owner)
8. Landscape Architecture/Design
9. Interior Design
10. Fixtures, Furnishings, Equipment (FFE) design

NOTES:

1. Should the submitting firm require any specialty consultants for the above noted services, submitting firm shall include information demonstrating the experience of the consultant with work of a similar nature, preferably for fire service projects and/or clients.
2. Fire Sprinkler system design may be based on performance specification approach, however AE must provide information on head types, layout, etc.
3. Other than Fire Sprinkler, there shall NOT be “pass down” of design responsibility to the CM, or any subcontractor in any way.

3.2.1: Develop Initial Project Understanding

- a) The AE will review and become familiar with all existing project related information including but not limited to: the study, space needs program, and other related documents.
- b) The AE will meet with Project Team representatives from the Village, Fire Department, and Camosy to discuss the project and the Owner's goals and expectations.
- c) The AE will prepare, in consultation with the Village, Fire Department, and CM, a detailed schedule including appropriate milestone dates, for the overall Programming, Design, Construction Documents, and Permitting Phases to the point of the Construction Documents (drawings, specifications and any associated documents) being 100% complete and ready for bidding.

3.2.2 Schematic Design Phase

- a) The Owner and CM will schedule regular design meetings (in-person and/or virtual at the discretion of the Owner) with representatives of the Village, Fire Department, AE, and CM on an average of every 2 weeks. AE shall chair the meeting and prepare and distribute minutes.
- b) Update existing Space Needs program as needed based on initial review and follow-up meetings with the Owner.
- c) Review the site and associated conditions thereon to determine the best location options for the new station.
- d) Prepare preliminary site plan and floor plan design to reflect space needs program, site analysis, and input from the Village, Fire Department, and CM. NOTE: Include no less than 3 versions of the design for Owner's review prior to selection of a design to advance.
- e) With the Village and Fire Department approval, prepare schematic design documents including, site plan, floor plans, building sections & elevations, and preliminary perspective sketches in order to best convey the proposed overall facility including proposed aesthetic appearance.
- f) Advance the design on a regular and ongoing basis to be shared and discussed with representatives of the Village, Fire Department and CM at each Design Meeting
- g) At the conclusion of the Schematic Design Phase, provide documents sufficient for the CM to prepare the preliminary Cost of Construction budget which shall be the basis of Design Development.

3.2.3 Design Development Phase

- a) With the Village and Fire Department approval, to proceed to Design Development Phase.
- b) The Owner and CM will schedule regular design meetings (in-person and/or virtual at the discretion of the Owner) with representatives of the Village, Fire Department, AE, and CM on an average of every 2 weeks. AE shall chair the meeting and prepare and distribute minutes.
- c) Update the proposed Design Phase schedule for Village, Fire Department, and CM review and comment.
- d) Prepare documents that advance and refine the design on an ongoing basis to be shared at each design meeting for owner review and comment.
- e) Documents shall include but are not limited to, site plan, floor plans, building sections and elevations, details, preliminary mechanical, electrical, and plumbing systems, and other building systems as appropriate.
- f) Prepare outline specifications for discussion with the Village, Fire Department, and CM and for Village, Fire Department, and CM approval for systems type, ease of operation and service, and costs.
- g) Prepare outline specifications as needed to discuss with the Village, Fire Department, and CM proposed finish materials and products, their general quality levels, and associated costs.
- h) Work with Village, Fire Department, and CM to develop Value Engineering and Alternate Bid options to aid in management of Construction Costs.
- i) Attend Plan Commission, Village Board Meetings, and other similar meetings as required to present and explain the project in accordance with the requirements for such meetings.

- j) Attend Public Comment meetings as required to present and explain the project in accordance with the requirements for such meetings. Two (2) such Public Comment meetings are anticipated.

3.2.4 Construction Document Phase

- a) With the Owner's approval to proceed, advance the design to Construction Document Phase.
- b) The Owner and CM will schedule regular Construction Document update meetings (in-person and/or virtual at the discretion of the Owner) with the representatives of the Village, Fire Department, AE, and CM on an average of every 3-4 weeks. AE shall lead the meeting and prepare and distribute minutes.
- c) Update the proposed Construction Document Phase schedule for Owner and CM review and comment.
- d) Work with Village, Fire Department, and CM to continue to develop Value Engineering and Alternate Bid options to aid in management of Construction Costs.
- e) If Village and Fire Department elect to "Commission" the building or any of its systems, assist Owner and CM as needed to prepare a solicitation for Commissioning Services contracted direct with the Village.
- f) Proceed with preparation of the Construction Documents, including drawings and specifications as needed for a complete set of documents in accordance with the proposed schedule and as may be required by local governing codes.
- g) At approximately 95% completion of the CD's, submit "Ready for QC Review" documents to the Owner and CM for their review and comment.
- h) Discuss any QC review comments generated by Village, Fire Department, or CM with Village, Fire Department and CM and, with mutual agreement, revise documents as may be needed.
- i) Submit "Ready for Permit Review" construction and engineering documents to the local governing authorities, (Village, County, State, MWRD, etc.) for their review and comment.
- j) Respond to any review comments as necessary to secure all necessary Construction Permits.
- k) Prepare a "For Bidding" set of documents (drawings & specifications) incorporating all permit review comment corrections, Village, Fire Department, and CM directed revisions, and other such revisions as needed for a complete Bid Set.

3.2.5 Procurement/Bidding Phase

- a) Assist Village, Fire Department, and CM to schedule and conduct all Pre-Bid meetings.
- b) Provide response to Requests For Information (RFI's) as may be submitted by bidders through the CM during the bidding period.
- c) Assist CM to prepare Addenda as may be required to clarify issues associated with Bid Documents.
- d) Following the completion of Bidding and with the Owner's approval to proceed with Construction, prepare the "For Construction" drawings and specifications which shall formally incorporate all information generated during the bidding period in response to RFI's, code comments, Village, Fire Department, or CM requested changes, accepted alternates, and general clarifications and corrections to the Bidding Documents set.

3.2.6 Construction Phase

- a) Provide complete Construction Administration as normal for a project of this complexity and size.
- b) AE's Project Manager shall attend regularly scheduled construction progress meetings at the job site. Meetings are planned to be on a bi-weekly basis, at a minimum for the duration of construction, and may be more frequently as determined by the Construction Manager based on the project's needs.
- c) Review and response to RFI's, Shop Drawings, submittals, and other such items on a timely basis in order to maintain the proposed construction schedule.
- d) Processing of monthly and final Certificate of Payment in a timely fashion and according to Village schedule for Board meetings.
- e) Processing Change Order requests with representatives of the Village, Fire Department, and the CM and approve in a timely fashion as appropriate.

3.2.7 Construction Closeout & Warranty

- a) With representatives of the Village, Fire Department, and the CM, prepare a Punch List identifying any items to be completed or corrected to achieve Substantial and Final completion of the work.
- b) Review Closeout documents provided by the CM for the Owner's use and records.
- c) Following Final Completion approval, the CM will provide to the AE the "Field Record Documents" documenting the work during construction. The AE shall then incorporate all mark-ups into the "For Construction" documents to create a final electronic "Record Set" of documents for the owner's use.
- d) With representatives of the Village, Fire Department, and the CM, conduct an "11th month" warranty inspection of the work to create a Warranty Work list.

4.0 REQUIRED SUBMITTAL CONTENT

4.1 General

Any firm interested in proposing to provide Architectural and Engineering services for this project must submit a written proposal as described below. Although no specific format is required for the written submittal, this section is intended to provide guidelines on features which the Village will look for and expects to be included in the proposal. Responses must, however, be organized in the same order as listed herein.

Any questions about this project or RFP must be made in writing or email and directed to Deputy Village Manager Dan O'Malley. Email: Dan.Omalley@vohe.org

4.2 Written Proposals - Part A: Qualifications

In general, your submittal should thoroughly address the project objective; the architecture and engineering approach; work products to be provided; personnel to be provided; and schedule. Also to be included are confirmation of the AE's project team, including all consultants, their qualifications with resumes, and an organizational chart of the project team. It is the Village's position that the AE submitting in response to the RFP is committing to provide the project team listed and that any substitutions on, or additions to, that team after its receipt must be approved in advance by the Village. For the purpose of evaluating the submittals from the participating AEs, submittals must include the following components:

1. Cover letter (2 page max)

- a. A cover letter, including a statement of interest to provide Architectural Design Services for Hoffman Estates Fire Station 21. Provide a brief overview of the services provided by the firm and a brief insight into the firm's design approach and philosophy for fire station facilities.

2. Table of Contents

- a. A table of contents that includes a clear identification of the material contained in the proposal, by section and page number.

3. Proposing Firm Information

- a. Name of the AE and location of the principal (home office) that will be managing this project including telephone and email address for the person designated as the main contact for the firm. Include proof that the firm is licensed to practice in Illinois.
- b. Identify any services your firm will be coordinating through consultants. Name the consulting firms and addresses. Describe project experience you have working together on similar projects.

4. Project Team Information

- a. Identification of the AE team manager, with a resume describing background and relevant experience with similar projects. Provide a minimum of three key representative past projects managed by the designated Team Manager. Include the project description, level of involvement, and Owner reference information for each project. The AE Team Manager will be required to represent the AE at all design phase meetings and during construction at all Construction Progress meetings.
- b. Identification of other team members (including all consultants) with a clear description of the role each member will serve. A limited resume should be included for each member that describes their most relevant project experience with Owner references for each project.

5. Project Approach

- a. Describe how your firm would approach this project, detailing any unique qualifications, technical capabilities, or characteristics that qualify your firm specifically for this project.
- b. Explain how your firm achieves quality control on the Construction Documents
- c. Describe how you assign tasks to your team members and monitor progress in order to control and meet your schedule for the Design and Construction Documents phases.
- d. Describe how your firm will work with the CM to design the facility within the project's budget.

6. A detailed scope of services.

- a. Although the Village in this RFP attempts to identify the services required, this should not constrain an AE in the development of a scope that they believe is necessary to meet the Village's objectives. The Village will be receptive to alternative scopes of service. The scope must demonstrate that the AE understands the project's objectives, priorities, challenges, and that they will address them through the proposed design and construction administration approach.

7. Similar Projects

- a. Provide a list of, or project information sheets, for similar fire station projects designed by the AE within the past seven (7) years. For each project include the fire department name, fire station number (if known), station address, project description, size, year completed, final cost of construction, total project cost, etc. Include the AE's role in the planning, design, and construction phases, and station owner's (fire department or municipality) contact name and contact information.

8. Schedule

- a. Provide a proposed preliminary schedule for the A/E's scope of services from review of existing documentation through design and to the completion of Construction Documents to the point of having a 100% complete "Ready for Bid" set of Construction Documents.

9. Budget

- a. The Village considers meeting the budget a critical aspect of project success. Based on a review of the Budget Estimate from the completed study included with this RFP, please offer your opinion on your firm's ability to design a project which meets the project goals and expectations outlined and is within the Total Project Budget shown

10. References

- a. The names and telephone numbers of at least five references from current and similar projects completed within the past five years.

11. Other relevant information

- a. Other relevant material as needed to exhibit the AE's ability to perform the work and to provide adequate information to the Village to evaluate the RFP response.

4.3 Written Proposals - Part B: Fee

The RFP submittal shall be contained in a sealed envelope or package.

In a separate sealed envelope or package, provide your fee for AE services on the form provided in this RFP.

Do not put your fee in the same envelope/package as the Part A Qualification proposal.

Ten copies of the written Qualifications and one copy of the Fee Proposal must be submitted to the Hoffman Estates Village Clerk, 1900 Hassell Rd., Hoffman Estates, IL 60169, by the date and time indicated herein. Please make sure your firm's name is on each package or envelope exterior and label your packages "RFP for Fire Station 21 Architecture & Engineering Qualifications Response" and "RFP for Fire Station 21 Architecture & Engineering – Fee," respectively.

Additionally, provide an electronic copy of the Part A Qualifications submittal.

The Village may invite the top three or four firms to interview or make presentations. A top-rated firm will be selected. Fees will also be a consideration, however fee proposals will not be opened until an initial shortlist is developed.

4.4 Miscellaneous Information

- a) The Village of Hoffman Estates reserves the right to accept or reject, either in whole or in part, any and all submittals in response to this request, with or without cause, and to waive informalities or irregularities in any submittals which are in the best interest of the Village.
- b) All material submitted in response to this RFP becomes the property of the Village of Hoffman Estates. Responses may be reviewed by any person after the final selection has been made. The Village of Hoffman Estates has the right to use any or all ideas presented in reply to this request. Disqualification of a firm does not eliminate this right.
- c) The Village of Hoffman Estates is not liable for any cost incurred by AEs prior to issuance of a written agreement, contract or purchase order.
- d) The submittal contents of the successful AE may be considered a contractual obligation if the Village of Hoffman Estates wishes to execute a contract based on the negotiated fee. Failure of the successful AE to accept these obligations in a purchase agreement, purchase order, contract or similar instrument may result in cancellation of the award and such firm may be removed from future solicitations.
- e) All products produced as a result of the contract resulting from this RFP will be the sole property of the Village of Hoffman Estates. This includes any original digital and reproducible drawings prepared for this project.
- f) The Village of Hoffman Estates reserves the right to contact any reference or any client listed (or not listed) in the documents for information which may be helpful to the Village of Hoffman Estates in evaluating the AE's performance on previous assignments or projects.

5.0 PROCUREMENT OF PROFESSIONAL SERVICES

5.1 General

The Village's general method for the procurement of professional services for public buildings is a competitive RFP process, whereby submittals are reviewed for quality, but the service fee is negotiated after the AE has been selected. The following process will be followed in the review and selection of an AE for this project:

5.2 Request For Proposals

The Village shall advertise for AEs to submit proposals. The RFP will include a detailed scope of work and services as well as other supporting documents that provide information to the AE for their use in providing a complete submittal.

5.3 Submittal Evaluation and Final Selection

Upon receipt of each firm's submittal, the AE shall be evaluated with regard to the following criteria:

- a) Team Manager Qualifications.
The education, experience, and background of the project team manager assigned to the project.
Points: 0 - 20

- b) **Project Team Qualifications**
The level of knowledge and pertinent experience of the staff, including all consultants, the firm assigns and commits to the project.
Points: 0 - 15
- c) **AE Experience**
The submitted record of pertinent experience of the firm and their consultants as demonstrated by the accomplishment of similar projects.
Points: 0 - 15
- d) **Scope of Services**
The degree the AE's proposed scope of services addresses the project's goals and objectives and clearly demonstrates the firm's understanding of the priorities and special conditions of the specific project.
Points: 0 - 20
- e) **Familiarity With Conditions**
Familiarity of the AE with local conditions affecting the project and the demonstrated record of the firm's ability to work with construction managers, the Village, and other agencies involved in the project.
Points: 0 – 15
- f) **Presentation and/or interview**
Quality of presentation and/or interview (if shortlisted).
Points: 0 - 15

The top three (3) or four (4) ranked AEs may be selected for a presentation and/or interview. Based on the evaluation of the submittals and presentations/interviews, an initial selection shall be made of the most qualified firm. If the Village is unsuccessful in reaching a contract agreement with the top-rated firm, the second rated firm may be invited to negotiate costs with the Village.

5.4 Negotiation Guidelines

The successful AE shall participate in a fee negotiation meeting with the Village and CM. The negotiation and discussion will cover the AE's costs, including direct costs, indirect costs, and profit or net fee as may be considered by the Village to be reasonable. The Village, CM, and AE will also agree upon the project schedule and any final adjustments in the project requirements at this time.

5.5 Standard Agreement

Once the fee has been agreed upon, the Village Board will consider the agreement for professional services. The agreement shall be in a form acceptable to the Village, which will be provided to the selected AE. The remaining pre-qualified AEs shall be notified that the award has been made to the selected AE. The Village has used a modified AIA agreement in the past.

5.6 Compensation and Payment

The Village shall reimburse the AE as may be necessary to complete the requirements of this assignment as set forth in the final agreement between the parties. The AE shall submit an invoice to the Village monthly. Before authorizing payment, the Village and CM will review the invoice to ensure that all charges are proper and supported by the AE Project Progress Report attached thereto.

5.7 Insurance

The selected AE shall provide certificates of insurance providing coverage as indicated below. Each policy must list the Village and CM as an additional insured. The AE and all consultants waive subrogation rights against the Village for all losses. Such insurance shall apply as primary insurance with respect to any other insurance or self-insurance program afforded to the Village of Hoffman Estates. There shall be no endorsement or modification of such insurance to make it excess over other available insurance, and alternatively, if the insurance states that it is excess or pro rata, it shall be endorsed to be primary with respect to the Village of Hoffman Estates.

Professional Liability

Per claim	\$2 Million
Aggregate	\$2 Million

Commercial Liability

General Aggregate	\$2 Million
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Products Completed Operations

Aggregate	\$1 Million
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Personal Injury and Advertising Limit

Aggregate	\$1 Million
Each Occurrence	\$1 Million

Automotive-for all owned, non-owned, hired, and leased vehicles

Combined single limit	\$1 Million
Or	
Bodily injury – each person	\$500,000
Each accident	\$1 Million
Property damage – each occurrence	\$1 Million

Umbrella

Combined single limit	\$2 Million
General Aggregate	\$2 Million

Workers Compensation

Statutory	\$1 million
Employer's Liability	\$100,000

Fee Proposal and Acknowledgement Form

Fixed fee pricing to be based on an estimated Total Project Budget of \$8,700,000 as outlined in the Preliminary Estimate included with this RFP. Fees should be presented as outlined below. Proposed Fee amounts shall apply to project Cost of Construction within 5% of proposed cost and shall be covered by this fixed fee. Additional fees for project Cost of Construction variances beyond 5% will be negotiated.

NOTE: The Fee information submitted with this proposal is for informational purposes and the Final Fees will be part of the final negotiation to clarify and confirm the scope of services and associated fees. The Village may, at its discretion, choose to negotiate based on a Percentage Fee basis.

Base Proposal Pricing:

Programming & Preliminary Design	\$ _____
Schematic Design Development	\$ _____
Design Development	\$ _____
Architectural Construction Documents including:	\$ _____
<ul style="list-style-type: none"> • Civil Engineering • Mechanical Design • Electrical Design • Low Voltage/data/Station Alerting Design • Plumbing Design • Fire Protection Design • Structural Design • Landscape Architecture/Design • Interior Design • FFE (Fixtures, Furnishings, Equipment) 	
Construction Administration	\$ _____
Closeout & Warranty	\$ _____
Total Base Proposal Pricing:	\$ _____

Provide a list of expected hours to complete each of the line items above, along with a current hourly rate chart.

NOTE: The schedule and amount of payment for each of the Phases of services/work described above, Programming & Preliminary Design, Schematic Design, Design Development, Construction Documents, Construction Administration, and Construction Closeout; will be finalized as part of the Final Scope of Services and Fee negotiations with the selected firm.

Reimbursable Costs

List below ALL items which the AE considers to be “reimbursable” and not included as part of the Fee. This should be a complete and inclusive list. No item not listed here will be allowed as a reimbursable cost without prior notification and written approval by the Village. Proposer shall add additional spaces as needed.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Acknowledgements from the AE

1. Will all Construction Document drawings be prepared in a 3-D format?
 - a. Architectural Yes___ No___
 - b. Structural Yes___ No___
 - c. Electrical Yes___ No___
 - d. HVAC Yes___ No___
 - e. Plumbing Yes___ No___
 - f. Fire Protection Yes___ No___

2. Controlling the Cost of Construction is a vital part of this project’s success. The Village believes this can be best achieved by the entire team (Owner, A/E and CM) working together to achieve this goal. Will you agree to design to a Budget Amount for each of the disciplines (Architectural, Structural, Electrical, HVAC, Plumbing, and Fire Protection)? The Budget Amount for each “trade” will be developed as part of the Pre-Construction process with the collaborative effort of the Owner, Construction Manager, and A/E Team.

Yes _____ No _____

If no, please explain why.

3. The Village believes that competition among subcontractors and suppliers during the bidding phase is critical to ensuring best value results for the bidding of the work. Therefore, it is vitally important that the bidding documents are NOT proprietary or “sole source” in any way. Will you agree to structure the design and specifications to include a minimum of three named manufacturers or suppliers (Please Note: the “basis of design” approach will NOT be an acceptable alternative to providing three manufacturers or suppliers.) for all systems, products, and materials, including but

not limited to:

- a. HVAC systems and equipment, temperature control systems and equipment,
- b. electrical systems and equipment, not including light fixtures,
- c. plumbing systems and equipment,
- d. building envelope systems and components (roofing, curtainwall, windows, masonry, etc.) and,
- e. most finish materials (ceiling systems, paint, wall protections, cabinets, etc.)

Only in circumstances where the Village specifically authorizes in advance a sole source will a design and specification approach other than that described above be allowed. For example, the Village may consider epoxy flooring, vehicle exhaust systems, overhead doors, ceramic tile, carpet, vinyl tile, and lighting fixture selections to be sole sourced but only by prior agreement established during the Preconstruction-Design Phase.

Yes we agree _____ No we do not agree _____

4. Maintaining schedule during construction is critical to overall project success and timely turnaround of RFI's, submittals, shop drawings, and similar items reviewed by the AE team is a critical aspect of maintaining schedule. Therefore, the AE team shall process RFI's in not more than 5 business days from receipt and shop drawings, submittals, and similar items in not more than 10 business days from receipt, unless a longer time period is previously agreed to by the Construction Manager and Owner. Do you agree to these terms?

Yes _____ No _____

5. The Village believes in negotiable terms for errors and omissions within the drawings. At no point will compensation for errors and omissions be waived in the contract between owner and architect. Do you agree to these terms?

Yes _____ No _____

**VILLAGE OF HOFFMAN ESTATES
FIRE STATION 21 - PROJECT PROPOSAL FORM**

We hereby agree to furnish to the Village, services as outlined in the accompanying proposal in accordance with provisions, instructions, and specifications of the Village. This form must be signed by an authorized agent of the Architect/Engineer. If the Architect/Engineer is a corporation, the corporate seal must be affixed.

The successful Architect/Engineer will be required to agree to sign the Village contract and attached appendices (sexual harassment policy, tax liability, etc.).

The proposal shall be binding for ninety (90) days following the proposal due date.

My signature certifies that the Proposal as submitted complies with all terms and conditions as set forth in the Notice of Request for Proposals for ARCHITECTURAL/ENGINEERING SERVICES FOR NEW FIRE STATION #21.

I/We certify that I/We am/are authorized to sign as an agent(s) of the firm:

PLACE CORPORATE SEAL HERE

By.....: _____
Print Name.....: _____
Position / Title.....: _____
Company Name.....: _____
Address Line 1.....: _____
City, State, ZIP.....: _____
Telephone.....: _____
Email.....: _____

SECTION 7
Fire Station No. 21
Budget

Station No. 21 Budget:
This page represents the budget for a new station as indicted in any of the solutions shown for Station No. 21.

Village of Hoffman Estates							
New Fire Station No. 21							
Station Study - Project Budget							
Item	Quantity	Unit	Cost/Unit		Construction Cost		Remarks
			Low	High	Low	High	
1.0 NEW FIRE STATION CONSTRUCTION							Costs include building and ordinary site work
1.1 New Station Construction	13,562	s.f.	\$ 450	\$ 470	\$ 6,102,900	\$ 6,374,140	
1.2 Existing Station Demolition	13,562	s.f.	\$ 13	\$ 15	\$ 176,306	\$ 203,430	
1.3 Sub-Total Fire Station Construction					\$ 6,279,206	\$ 6,577,570	
2.0 Design and Construction Contingency (10%)					\$ 627,921	\$ 657,757	
3.0 Total Fire Station Construction Budget					\$ 6,907,127	\$ 7,235,327	Includes contingency
4.0 Allowances for Items to be Purchased by the Owner							
4.1 Furniture and Furnishings					\$ 50,000	\$ 75,000	
4.2 Window Treatments					\$ 7,500	\$ 15,000	
4.3 Kitchen/Laundry Equipment					\$ 35,000	\$ 40,000	
4.4 Radio and Station Alerting Equipment					\$ 35,000	\$ 45,000	
4.5 Fitness Equipment					\$ -	\$ -	by foreign fire?
4.6 Computer Systems					\$ 10,000	\$ 15,000	
4.7 Wireless Network System					\$ 10,000	\$ 15,000	
4.8 Maintenance/Janitorial Equipment					\$ 2,500	\$ 5,000	
4.9 Telephone System					\$ 10,000	\$ 15,000	
4.10 Wireless Telephone Boosters/Amplifiers					\$ -	\$ -	
4.11 Miscellaneous Equipment and Furnishings					\$ 10,000	\$ 20,000	For Items such as plaques, displays, art, etc.
4.12 Total Allowances for Items to be Purchased by the Owner					\$ 170,000	\$ 245,000	
5.0 Allowances for Items Fees and Soft Costs							
5.1 Architectural and Engineering Fees (10%)					\$ 627,921	\$ 657,757	Incl. Struct, MEP&FP, Civil, Landscape
5.3 Surveys & Soil Investigations					\$ 8,000	\$ 10,000	
5.4 Material Testing During Construction					\$ 15,000	\$ 20,000	
5.5 Building Commissioning					\$ 15,000	\$ 20,000	Basic Commissioning - req'd by code
5.6 Printing Costs					\$ 1,500	\$ 2,000	
5.8 Utility Company Charges (Electric, Gas, Telephone, Water)					\$ 50,000	\$ 75,000	
5.9 Fiber Optic Service Provider					\$ -	\$ -	
5.10 Moving Costs					TBD	TBD	
5.11 Utility costs during construction					\$ 15,000	\$ 25,000	
5.12 Total Allowances for Fees and Soft Costs					\$ 732,421	\$ 809,757	
6.0 Owner's Contingency (5%)					\$ 313,960	\$ 328,879	5% of Construction Cost Sub Total
7.0 TOTAL FIRE STATION BUDGET					\$ 8,123,508	\$ 8,618,963	
8.0 Inflation per annum (4%)					\$ 324,940	\$ 344,759	1 year of interest. Add 4% for each add. year
8.1 2025 Construction Cost					\$ 8,448,448	\$ 8,963,721	build in 2025
9.0 Notes:							
9.1	The budget is based upon a construction start in 2024.						
9.3	The budget for this project is preliminary and is based on historical information. These costs may vary significantly as the project becomes more fully developed.						
9.4	Estimate excludes: land purchase, premium costs for work done in phases, out of sequence, out of normal working hours, hazardous material removal, foundation obstructions, traffic signalization costs, environmental costs which are unknown at this time, extraordinary site development costs.						
9.5	Project Budgets do not include legal fees or financing costs.						
9.6	Construction Costs are based utilizing a Design-Bid-Build project delivery method.						

SECTION 4
Station No. 21, No. 22 &
Fire Department
Administration
Space Needs Analysis

Space Needs Analysis

The Space Needs Analysis evaluates the Fire Department's current space usage and what their anticipated needs will be in the future at both Fire Station No. 21., No. 22 and the Fire Department Administration. The process begins by FGMA sending the fire department a pre-meeting questionnaire in order to prepare the group for the topics of discussion. Then a meeting takes place between FGMA and Fire Department representatives to thoroughly review each station room by room and discuss the current operations versus the anticipated needs.

The programs are developed with the input of the Fire Department taking into consideration their current uses, needs, and operations. Room and space sizes are based upon NFPA guidelines, typical size standards and FGMA's extensive fire station design expertise.

For the Hoffman Estates Fire Department, the difference between current conditions and proposed is substantial for both stations. Part of this need is immediate in nature as the substantial deficits are felt in the current operations and uses. The other shortcomings are trying to anticipate the future of the fire service and prepare to have space when the department grows and changes.

Several areas within the current stations do not meet NFPA guidelines and do not provide proper clearances around equipment being stored on the bay floor. Providing adequate space around equipment and keeping a clear bay floor promotes safety and helps to ensure a safe route for responders to vehicles.

The Fire Department administration is currently located on the second floor of the Village Hall. The comparison between the current conditions and proposed needs is a little more difficult to compare. This is due to the fact that the administration located in the village hall currently shares common space within the building such as bathrooms, break areas, entrance ways and lobbies, and general building infrastructure elements. The actual offices and rooms within the administrative area are for the most part sized correctly. If the administration were to be relocated to one of the fire stations, it may or may not be able to share some of the common building elements as it currently does in Village Hall. It was noted that there is not a need for additional space for other functions at the Village Hall so the relocation would be solely based on the operational desires of the Fire Department to move to one of the fire stations.

Please see the Space Needs Programs on the following pages.

SECTION 4.1




Village of Hoffman Estates
Fire Station No. 21, 22, & Administration
Fire Station No. 21

updated 11/18/2022

Space Description/Room	Existing Area (Sq. Ft.)	Proposed Area (Sq. Ft.)	Notes/Comments
A. Public			
1.0 Entry Vestibule	93	70	
2.0 Lobby/ Department Tradition	-	100	
3.0 Firefighter Resiliency/ Mothers Room	-	80	(1) mothers, PTSD manage, stress manage, diabetes manage, etc. Per IL law, mothers room to be provided, and wellness room recommended per NFPA
4.0 Public - Single User Restroom - 1	-	80	(1) WC, (1) lav - constructed as storm shelter
Sub-Total	93	330	
15% Circulation Factor	-	50	area % req'd for corridors & access
PUBLIC TOTAL	93	380	Net Sq. Ft.
B. Administration			
1.0 Officer Office	168	200	(2) workstations, (2) guest chairs, (3) closets, officer bunk in main bunk room
2.0 Firefighter Office	-	400	adjacent to bays. (3) workstations, (2) printers, laid out to have central conference table for training.
Sub-Total	168	600	
25% Circulation Factor	-	150	area % req'd for corridors & access
ADMINISTRATION TOTAL	168	750	Net Sq. Ft.
C. Residential			
1.0 Dayroom - 7	700	450	Greatroom concept
2.0 Kitchen - 7	inc in dayroom	220	(3) fridges, (1) comm stove, (1) deep sink, (1) ADA sink, (1) microwave, (1) high end dishwasher (miele), ice/fill station, coffee, possible pot rack
3.0 Dining Room - 7	inc in dayroom	140	
4.0 Kitchen Pantry	63	100	(3) shift pantry closet, (1) common supply closet
5.0 Bunkrooms - 7	444	630	90 SF - bed, desk, (3) small lockers for bedding, door, walls to ceiling.
6.0 Mens Toilet/ Shower Room	184	-	
7.0 Womens Toilet/ Shower Room	223	-	
8.0 Single User Restrooms	-	300	Provide (3) rooms, with (1) WC, (1) sink and (1) shower
9.0 Universal Locker Room	-	480	(24) lockers, (2) sinks
10.0 Fitness Room	380	500	free weights, cardio equipment, stretching area, resistance training
11.0 Janitor Closet/Supplies	47	50	
12.0 Residential Laundry	-	100	washer, dryer, supplies, storage
Sub-Total	2,041	2,970	
20% Circulation Factor	-	594	area % req'd for corridors & access
RESIDENTIAL TOTAL	2,041	3,564	Net Sq. Ft.

SECTION 4.1



Village of Hoffman Estates
Fire Station No. 21, 22, & Administration
Fire Station No. 21

updated 11/18/2022

Space Description/Room	Existing Area (Sq. Ft.)	Proposed Area (Sq. Ft.)	Notes/Comments
D. Apparatus Area			
1.0 Apparatus Bays - (3) Bays	2,744	4,845	(2) 20'W x 85'L & (1) middle 17'W x 85'L - drive thru bays - engine, medic, reserve engine, reserve medic Screen doors on bays with sectional OH doors.
2.0 Turnout Gear Lockers	on bay floor	480	(24) sets of open rack lockers & open shelves for 2nd set of gear, negative pressure
3.0 Bay Laundry	42	180	(1) Large Extractor, washer/dryer, slop sink, drying closet/cabinet, etc. Look at possibility of installing a lift on bay floor to raise hose for drying.
4.0 Decon/EMS Dirty	inc in bay laundry	120	(1) st.stl scullery sink with sideboards, st.stl. decon shower, boot wash
5.0 EMS Supply	38	25	small closet for supplies
6.0 Work Room/ Tools/ Equipment	60	150	toolbox, work bench, spare parts storage, air compressor
7.0 Toilet	22	80	(1) WC, (1) lav, (1) shower
8.0 Hose Storage	inc in bay laundry	20	alcove off of bay floor
9.0 Chargers/Mail Alcove	45	90	located on corridor/ramp from house to bays.
10.0 Bay Storage	-	100	general equipment storage
11.0 Seasonal Storage	inc in workroom	64	snowblower, salt, weedwacker, shovels, etc.
Sub-Total	2,951	6,154	
5% Circulation Factor	-	308	area % req'd for corridors & access
APPARATUS AREA TOTAL	2,951	6,462	Net Sq. Ft.
E. Support/Storage			
1.0 Mechanical Room	105	150	RTUs with control s system, HW heater, boiler, pumps, etc. MDP, ATS, panels, room for future charging power switchgear needs
2.0 Electrical Service	114	140	(1) rack - cameras, remote access, alerting, phones, etc., space for additional (1) rack
3.0 I.T. Room	inc in elect	90	incoming water service, fire suppression piping, etc.
4.0 Water Service/Sprinkler	inc in mech	80	
5.0 General Building Storage	-	120	
6.0 Stairs	-	-	Assumed single story
7.0 Elevator	-	-	Assumed single story
8.0 Emergency Generator	0	-	Exterior
Sub-Total	219	580	
10% Circulation Factor	-	58	area % req'd for corridors & access
SUPPORT/STORAGE TOTAL	219	638	Net Sq. Ft.
Sub-total Net Building Area	5,472	11,793	
15% Grossing Factor	-	1,769	Walls, mechanical chases, etc. allowance
TOTAL GROSS BUILDING AREA REQUIRED	6,175	13,562	Gross Sq. Ft.
EXTERIOR SPACE NEED REQUIREMENTS			
Parking, TOTAL			
Public Parking	2	4	
Staff Parking	12	14	7, double at shift change
Outdoor Patio			Small area for grill and seating.
Dumpster Enclosure			