

ATTACHMENT NO. IX-B: Roof Replacement

Potential motion: Approve the District Architect proposal for the Manchester Elementary School Gymnasium roof replacement, including gutters, fascia & soffits.

Recommended action: Approve the motion

The Manchester Elementary School gymnasium roof is over 30 years old and has required an increased need for repairs. A recent inspection revealed several age cracks in the base membrane and several seam failures. On January 16, 2019 the Facilities Committee, including Chairman, Superintendent, Director of Facilities and District Architect met and agreed to follow the 10-year plan and bring the project to the next Regular Board meeting for approval. On January 24, 2019, the Board gave consent to Facilities Director and the District Architect to prepare bid documents and collect bids for replacement of this roof, gutters and necessary fascia at the Manchester Elementary School.

Cost for this work has been estimated at \$240,000 to \$300,000.



Cashman Stahler Group

February 1, 2019

Dr. Michael Greenlee
Superintendent
North Boone Community Unit School District 200
6248 North Boone School Road
Poplar Grove, IL 61065

**Proposal for Architectural Services
Roofing Replacement 2019
Project CSG703**

Dr. Greenlee,

We are submitting this proposal to provide professional architectural services associated with the removal and replacement of the existing gymnasium roofing at the Manchester Elementary School.

Scope of Professional Services

General Project Scope: Our understanding of the potential scope of work being contemplated and the professional services CSG will be providing generally encompass the following:

- **Construction Documentation Phase:** Prepare architectural drawings and specifications appropriate for bidding the roofing work to Roofing Contractors in a single bid package.
- **Bidding Phase:** CSG will assist the District with coordinating all necessary bidding activities including contacting prospective bidders, assisting in Bid Notice preparation, conducting a Pre-Bid Meeting, answering questions during bidding, conducting the public bid opening, bid analysis and recommending a bidder to the Board of Education.
- **Construction Administration:** We will review all product submittals and shop drawings to ensure the proposed construction complies with your program requirements and the quality standards of the construction documents. During construction, we will review and certify all applications for payment.



Cashman Stahler Group

CSG will provide periodic construction observation visits to observe the progress of the work and to confirm the work is being performed in conformance with the Contract Documents. In conjunction with the construction observation visits, CSG will schedule periodic OAC (Owner/Architect/Contractor) construction meetings. The objectives of the meeting generally includes the review of the project schedule and discuss construction sequencing and coordination issues.

After the Contractor has achieved Substantial Completion, we will assist you in the Final Closeout of the project including the preparation of a “punch list” identifying incomplete or defective work.

Additional architectural and engineering professional services beyond these will be provided to the Owner as an Additional Service on a Time and Material Basis.

- **Project Schedule:** The Construction Documents will be assembled in anticipation of publicly bidding the project in March 2019 and the roofing work completed between June and August 2019.
- **Project Budget:** The District has initially budgeted approximately **\$120,000 to \$150,000** for the proposed roofing scope of work.

Professional Services Fees

CSG will provide professional architectural services associated with the Construction Documentation, Bidding, and Construction Administration Services Phases on a **Percentage of Construction Cost Fee Basis** based on the actual construction cost (including base bid, alternate bid scope of work and all Owner requested additional scope).

For the entire project, and assuming a roofing replacement and repair costs of **approximately \$150,000**, our overall fee for all architectural services associated with the Construction Documentation, Bidding and Construction Administration Phases will be **7.50 percent** or approximately **\$11,250**. The actual professional services fee will be based on the final bid proposal cost and the final project construction cost.



Cashman Stahler Group

Invoices will be submitted monthly based on actual time expended or percentage of project completion. The Percent of Construction fee payment schedule will be phased as follows:

- Construction Documents Phase: 60%
- Bidding Phase: 10%
- Construction Administration Phase: 30%

Additional Services

Additional architectural or engineering professional services beyond these will be provided to the Owner as an Additional Service on a Time and Material Basis using our standard hourly rates.

Reimbursable Expenses

Reimbursable expenses incurred for the project, in addition to professional services fee, will be invoiced using a multiplier of 1.10. Reimbursable expenses generally include document scanning, printing, reproductions, postage, shipping, messenger services, etc.



Cashman Stahler Group

If you find this proposal acceptable, please acknowledge your acceptance by signing in the spaces below and returning an executed copy of this proposal to our office.

The undersigned agrees to the terms of this proposal:

(Authorized Signature)

(Printed Name and Title)

We look forward to working with you on this project. If you have any questions or comments, please do not hesitate to call.

Sincerely,

CASHMAN STAHLER GROUP

A handwritten signature in blue ink, appearing to read 'G. Stahler', is written over the printed name.

Gregory M. Stahler