

ATTACHMENT NO. IX-B

ATTACHMENT NO. IX-B: Special Education Restroom Remodel - PGE

Potential motion: Approve to move forward with the District Architect to prepare bid documents to remodel the Poplar Grove Elementary Special Needs Classroom Bathroom.

Recommended action: Approve the motion

Poplar Grove Classroom #113 Bathroom Remodel:

The life skills classroom at Poplar Grove requires a bathroom that is handicapped accessible. The current bathroom is not handicapped accessible and due to its size does not accommodate the ability to assist students. The students in the program due to age and abilities need a private space that is large enough to accommodate a wheelchair as well as a changing table.

The handicapped accessible main bathrooms do not fit a changing table nor provide the privacy required for the students who need adult assistance. A new handicapped accessible bathroom would allow room for the specialized equipment required by some of the students that may attend the program.



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**Cashman Stahler Group**

February 16, 2018

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

**Proposal for Architectural Services**  
**Restroom Renovation 2018**  
**Poplar Grove Elementary School**  
**Project CSG683**

Dr. Greenlee,

We are submitting this proposal to provide professional architectural and engineering services associated with the complete renovation of an existing student restroom at the Poplar Grove Elementary School. Our professional services will be provided on an as needed basis and at the District's request.

**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:

- **Conceptual Design Phase:** CSG will develop conceptual design(s) illustrating configuration and scope of renovation for District review and comment/approval.
- **Construction Documentation Phase:** Prepare architectural drawings and specifications appropriate for bidding the restroom renovation work to General Contractors in a single bid package.
- **Bidding Phase:** The project will be bid as a single project. 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.



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## Cashman Stahler Group

CSG will provide periodic construction observation visits (in conjunction with visits for other projects) 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 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 2018 and the construction completed between June and August 2018.
- **Project Budget:** CSG recommends the District initially budget approximately **\$60,000** to **\$80,000** for the proposed 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 **Time and Material Fee Basis** based. CSG will invoice only for actual hours provided for services requested by the District.

For the entire project, we recommend the District budget **\$6,000 to \$8,000** for all architectural and engineering services associated with the Conceptual Design, Construction Documentation, Bidding and Construction Administration Phases.



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## Cashman Stahler Group

### Hourly Rate Table/Additional Services

Architectural services described in this proposal will be provided on a **Time and Material Fee Basis** using our standard hourly rates listed below:

- Principal \$ 125.00 per hour.
- Project Architect \$ 95.00 per hour.
- Administrative \$ 60.00 per hour.

Engineering services described in this proposal will be provided on a Time and Material Fee Basis using our standard hourly rates listed below:

- Senior Engineer/Principal \$ 168.00 per hour
- Project Engineer \$ 155.00 per hour
- Design Engineer \$ 135.00 per hour
- Drafting \$ 85.00 Per hour

### 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.



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**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:

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(Authorized Signature)

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(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 a faint, light blue circular watermark or background.

Gregory M. Stahler