

ATTACHMENT NO. XI-F

ATTACHMENT NO. XI-F: Window Replacement at Manchester Elementary

Potential motion: Approve to move forward with the District Architect to prepare bid documents for the replacement of the north face windows at Manchester Elementary School.

Recommended action: Approve as presented.

The north classroom windows at Manchester Elementary School are estimated to be original to the building and due to their age are failing and in need of replacement. Over the past few years the worst of the rotten sills & styles have been replaced to stop air and water infiltration into the school but this temporary work will soon be inadequate to prevent catastrophic failure. This project would replace those old windows with an energy efficient thermal break window system, conforming to the latest energy codes. On December 6, 2016, the Facilities Committee Chairman, Superintendent and Director of Facilities met and agreed to move this project forward for approval at the next Regular Board meeting. It is recommended the Board give consent to Facilities Director to contact the District Architect to prepare bid documents and collect bids for the replacement of the north face windows at Manchester Elementary School.

Cost for this work has been estimated at \$50,000 to \$60,000.



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**Cashman Stahler Group**

December 7, 2016

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

**Proposal for Architectural Services  
Window Replacement 2017  
Project CSG653**

Dr. Greenlee,

We are submitting this proposal to provide professional architectural services associated with the removal and replacement of existing exterior window assemblies at the Manchester 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 window replacement work to Window Installation Contractors or 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 February 2017 and the construction completed between June and August 2017.
- **Project Budget:** CSG recommends the District initially budget approximately **\$50,000** to **\$60,000** 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 **Fixed Fee Basis** based.

For the entire project, our overall fee for all architectural services associated with the Construction Documentation, Bidding and Construction Administration Phases will be a **Fixed Fee** in the amount of **Five Thousand Four Hundred Dollars (\$5,400)**.



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## 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: 20%
- Construction Administration Phase: 20%

### **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.



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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:

\_\_\_\_\_  
(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 a light blue circular stamp.

Gregory M. Stahler