

Memorandum



To: Mark Gaffino, Village President & Board of Trustees

Cc: Steven Bosco, Village Administrator

From: John Laskowski, Public Works Director

Date: May 12, 2022

Re: Agreement with FQC Corporation for Preconstruction Services for the Public Works Facility in the amount of \$35,000

In order to design and construct the Public Works Facility, the Village needs to assemble a team of architects, engineers, and construction managers. The Village has already approved the civil engineering contract with WBK engineers and the architectural contract with Williams Architects. The final step of the process is for staff to evaluate construction management firms and make a recommendation to the Village Board for their consideration.

On April 12, 2022 the Village advertised a Request for Proposals (RFP) for Construction Management Services. Ten qualified firms submitted proposals for consideration. The Village's selection committee, consisting of five staff members, thoroughly evaluated the qualifications of each firm. This committee identified three firms that were the most qualified and contacted them to participate in the interview process so that we could more carefully consider which firm would fit best with our design team. After conducting the interviews staff deliberated and came to a consensus that Frederick Quinn Corporation is the most qualified firm and staff recommends utilizing them as our Construction Manager at Risk.

The Construction Manager at Risk title is used to describe the Corporation's role in the project. Practically it is a commitment by the Construction Manager to deliver the project within a Guaranteed Maximum Price (GMP) which is based on the construction documents and specifications at the time of the GMP plus any reasonably inferred items or tasks.

In order to establish a GMP certain preconstruction services need to be performed to develop an accurate design and cost estimate. This requires the Construction

Manager to work with the Civil Engineer, Architect, and Owner to refine the design, review plans and specifications, and value engineer various aspects of the project.

At this time, staff is proposing to enter into an agreement with Frederick Quinn Corporation to perform preconstruction services. After this initial scope was completed, if the design and cost were acceptable to the Village Board, an agreement for construction administration services would be presented to the Village Board for consideration. Construction Administration Services generally include: contractor procurement, finalizing documents, public bidding, scope reviews and recommendations to the Village, detailed scope reviews with all trade contractors, the oversight and execution of all construction activities, and provision of a full complement of services necessary to manage the construction process and deliver the end project. For reference, typical costs for Construction Administration Services have been outlined in the attached proposal.

As a reference check, staff has reached out to two communities who have hired Frederick Quinn and they have confirmed that Fredrick Quinn Corporation performs quality work. We have also examined one of their services agreement and determined that its structure and costs align closely to our agreement.

The current budget has funds to support the work that will be performed in the current fiscal year with the balance of the funds budgeted in Fiscal Year '22-23. Staff is recommending approval of proposal for the initial scope of work with Frederick Quinn Corporation to provide preconstruction services for the design of a Public Works Facility in the amount of \$35,000. After the Village Board reviewed the cost and design of the Public Works facility designed under preconstruction services a future agreement to for Construction Administration would be presented for consideration.



May 11, 2022

Mr. John Laskowski
Public Works Director
Village of North Aurora
25 East State St.
North Aurora, IL 60542

CONSTRUCTION MANAGEMENT SERVICES
Public Works Facility

Dear Mr. Laskowski:

This proposal has been prepared in response to your request for a fee proposal for the above referenced services associated with the new Village of North Aurora Public Works Facility. The purpose of this proposal is to outline the basis of an agreement between the Village of North Aurora and Frederick Quinn Corporation (FQC), anticipating a formal agreement following a Standard AIA A133 Form of Agreement between Owner and Construction Manager as Constructor, with a Guaranteed Maximum Price.

Frederick Quinn Corporation (FQC) proposes to provide construction management services, as outlined in the Village issued RFP, to assist the Village through the process of planning, design, bidding and construction of the contemplated construction work. FQC will work in conjunction with the Village and your selected architecture/engineering partner, Williams Architects, to help plan and implement a solution that responds to the anticipated scope of work, the preliminary planning work done to date, and as directed by the Village. This proposal is presented in four parts: Project Understanding, Scope of Services, Schedule and Compensation.

Project Understanding:

FQC understands that the Village requires assistance in developing a final plan, based on Concept Design Plans for three options. The three options presented by the Village include 1) expansion of the existing facility, 2) demolition of existing and construction of new on your existing property, and 3) construction of new on adjacent property. Beyond the planning and preconstruction phase of work, FQC understands that the Village of North Aurora would work with FQC as a construction manager, providing pre-construction, bidding and construction administration services to manage the entire lifecycle of the project from design through construction, project close-out and warranty phase services.

Mr. John Laskowski
Village of North Aurora
May 11, 2022
Page 2

Scope of Services:

Preconstruction Services – These services, as outlined in the Village issued RFP, are provided during the planning and design phase of the project to assist the Village and the architect/engineer team to plan for and develop a Best Value solution in terms of quality, cost and schedule, based on the original analysis of the three options. Throughout design we meet on a regular basis to review decisions in terms of durability, cost, phasing/logistics, sustainability and maintainability. These meetings will be attended by Mr. Fred Marano, Chief Estimator, Mr. John Eallonardo, Project Director and Mr. Jack Hayes, Project Executive. The specific services include Value Engineering, Cost Estimating, Logistics of Construction, Scheduling and Document Review. As design progresses we will work with Williams Architects, the Village and our construction team to develop a bid strategy in terms of bid packaging and trade contractor qualification.

Construction Administration – FQC takes the lead in the trade contractor procurement process including finalizing the documents for public bidding and leading the process from legal advertisement through public bid opening, scope reviews and recommendations for award to the Village. FQC will conduct detailed scope reviews with all trade contractors and provide a full complement of services necessary to manage the entire process of construction. We provide on-site field supervision and project support personnel who manage the day-to-day construction activities. The personnel assigned to the project will be determined based on the final schedule and phasing of the project. The field team is supported by Mr. John Eallonardo on a daily and weekly basis, and by Mr. Jack Hayes, President, as your Project Executive. We are responsible for every step of the process from bid opening to construction oversight, site logistics, quality, schedule and project close-out. Our team stays with your project into the post occupancy warranty phase to assure you 100% satisfaction.

Draft Schedule:

FQC understands that the Village requires the project to move forward in an expeditious manner. Design is anticipated to commence immediately and occur in design phases, with corresponding cost estimates and preconstruction analysis, through March, 2023. Bidding will commence upon completion of the construction documents, with contracts expected to be awarded in April, 2023. Construction will commence upon establishment of trade contracts and pre-work submittals. Our projected schedule has work beginning in May, 2023. Completion of all work is anticipated to occur over a period of approximately 12 months, completing in April, 2024.

As part of our standard scope of services, FQC will develop a comprehensive project schedule. FQC will work throughout the preconstruction phase in developing a comprehensive phasing plan and project schedule including each area of work, bidding and construction sequencing. This schedule will be provided for review and approval by the Village.

Compensation:

Preconstruction Services – These services include the work required to help finalize the project plan and develop, evaluate and confirm the project scope, budget and schedule. Throughout this phase of work, FQC will work extensively with the Village and Williams Architects to provide value engineering, constructability review, cost estimating, logistics, schedule development and phasing input. FQC does not limit the number of coordination meetings needed as part of this agreement. Formal cost estimates will be provided (at a minimum) at the completion of each design phase. FQC proposes to provide Preconstruction Services for a fixed fee of \$35,000.00.

Construction Administration – These services include the work required for proper management, oversight and execution of all construction activities. These expenses will be budgeted for and included as part of the hard construction cost portions of a project. We will outline below our proposed fee structure:

- **General Conditions:** The primary general conditions costs are for the full-time, professional construction management supervision necessary to manage, oversee and coordinate a high quality, safe construction process. The general conditions costs include items that are required to support the actual execution of construction activities on site, such as temporary facilities, field office expenses, technology, etc. These costs are budgeted for and billed as part of the construction cost on a monthly basis. The proposed monthly fixed General Conditions cost for a single field Superintendent is \$26,500. The total General Conditions costs, currently estimated at twelve months, will be presented to the Village for approval once the scope and schedule of the project has been finalized. The Village and FQC will agree to the final schedule prior to bidding of the main project components, at which time the General Conditions will be fixed as a final Not to Exceed.
- **Construction Management Fee:** FQC proposes to provide comprehensive construction management services for a fee of 2.5% times the actual cost of work. There will be no other reimbursable expenses or standard individual billing rates.
- **Insurance and Bonds:** Insurance coverage (General Liability, Worker's Compensation, Employment, Auto and Professional Liability) would be provided at a rate of 0.90% times the actual cost of construction. Performance and Payment Bonds (at 110% of value of construction) are provided at a rate of 0.85% times the actual cost of construction. These costs will be billed during construction in proportion to the completion of construction work put in place.

Mr. John Laskowski
 Village of North Aurora
 May 11, 2022
 Page 4

The following summarizes the components of compensation:

Preconstruction:	\$ 35,000.00
Construction Administration:	
• General Conditions – Sr. Superintendent/Field Office:	\$ 26,500.00/month
• CM Fee:	2.5% x cost of work
• Insurance:	0.90% x cost of work
• Bonds:	0.85% x cost of work

FQC looks forward to the prospect of working with the Village of North Aurora and your design partner, Williams Architects, and of being a service to you and your community on this very important assignment. If the terms of this proposal are acceptable, please sign the Acceptance section below, authorizing FQC to proceed with Preconstruction Services, and thereby creating a framework for the overall construction management services through construction. Upon acceptance of this proposal, FQC understands that the Village will work with legal counsel and FQC to prepare a formal AIA contract agreement (Contract and General Conditions) which will be finalized during the design phase of the project and presented to the Village Board for approval prior to bidding.

For purposes of understanding the overall prospective cost for construction services, I provide the following examples of our fees, assuming a construction cost and a 12 month construction duration.

Cost of Construction:	\$ 10,000,000	\$ 12,000,000	\$ 15,000,000
• CM Fee @ 2.5%	\$ 250,000	\$ 300,000	\$ 375,000
• Insurance @ 0.9%	\$ 90,000	\$ 108,000	\$ 135,000
• Bonds @ 0.85%	\$ 85,000	\$ 102,000	\$ 127,500
• General Conditions (12 mo. @ \$26,500/mo.)	\$ 318,000	\$ 318,000	\$ 318,000
Prospective CM Total Fee	\$ 743,000	\$ 828,000	\$ 955,500

If you have any questions, please do not hesitate to contact me.

Respectfully submitted,

FREDERICK QUINN CORPORATION



Jack Hayes
 President

Accepted By:

 Signature

 Date