



Memorandum

To: Honorable Mayor and Members of the City Council
CC: Members of Administration and Public Works Committee
From: Shane Cary, Architect/Project Manager
CC: Edgar Cano - Acting Public Works Agency Director; Lara Biggs - City Engineer
Subject: Approval of Amendment No. 1 to the Contract with Holabird and Root for Architectural and Engineering Services for the Evanston Animal Shelter Improvements (RFQ 20-53)
Date: November 8, 2021

Recommended Action:

Staff recommends the City Council authorize the City Manager to execute Amendment No. 1 to the contract with Holabird & Root (140 South Dearborn Street, Chicago, Illinois 60603) in the amount of \$626,300 to provide architectural and engineering services for Evanston Animal Shelter Improvements (RFQ 20-53).

Funding Source:

This project will be funded from the Capital Improvement Program 2021 General Obligation Bonds (Account No. 415.40.4121.62145-620016). This project has an FY 2021 budget of \$700,000, all of which is remaining.

Council Action:

For Action

Summary:

On 3/22/21, City Council approved a contract with Holabird & Root Architects for consulting services related to the Animal Shelter Improvement project. Although Holabird & Root submitted qualifications for and were selected based on their ability to provide services for the entire duration of the project, only the contract for conceptual planning and pre-design services was awarded at that time.

On 9/27/21, staff presented options for the City Council to provide direction on meeting the City's goals and budget for the project. The direction from City Council was to proceed into the next phases of the project with the goals set for an approximately 8,500 SF building, meeting the sustainability/CARP goal of LEED-Silver certification and carbon neutrality, with a project

cost of about \$6.3M. This project cost includes a hard cost estimate of about \$4.1M for the building construction and site improvements (not including other costs such as consulting services and furniture, fixtures and equipment).

Analysis:

With the appropriate scope of work and these approximate costs in mind, staff negotiated Amendment No. 1 (Tasks 2-6) to the contract with Holabird and Root. This will provide architectural and engineering consulting services through to the end of the project.

Holabird and Root has performed the Concept Planning and Pre-design satisfactorily and staff recommends continuing to use their services to the completion of the project. Holabird and Root's fee for Amendment No. 1 (Tasks 2-6) is \$626,300.

Holabird and Root will utilize several sub-consultants to meet the goals of the City's M/W/EBE program. A memo reviewing their compliance is attached.

Legislative History:

On March 22, 2021, City Council authorized the City Manager to execute a contract with Holabird & Root for the Evanston Animal Shelter Improvements (RFQ 20-53)

Attachments:

[Design and Construction Services Proposal](#)

[Level of Effort/Cost Proposal](#)

[MWEBE Memo RFQ 20-53 Animal Shelter Design 11-8-21](#)

October 18, 2021

Mr. Shane Cary
Architect / Project Manager
City of Evanston
2100 Ridge Avenue
Evanston, Illinois 60201

Ms. Jillian Ostman
Purchasing Specialist
City of Evanston
2100 Ridge Avenue
Evanston, Illinois 60201

Cc: Ms. Lara Biggs
Engineering and Capital Planning Bureau Chief, City of Evanston

Ms. Vicky Pasenko
Executive Director, Evanston Animal Shelter Association

Re: Evanston Animal Shelter Project | City of Evanston
Schematic Design thru Construction Administration Professional Services Proposal

Dear Mr. Cary and Ms. Ostman:

On behalf of the Holabird & Root (H&R), thank you for the opportunity to provide this professional services proposal for the Evanston Animal Shelter Project. Holabird & Root LLC (H&R) and the Design Team are prepared to provide professional services to complete the design of, document for construction, and provide oversight and support to the vision of the City of Evanston and the Evanston Animal Shelter Association for the Evanston Animal Shelter Project.

Based upon our recent conversations and review of the materials within the RFQ 20-53 for Animal Shelter Design, Holabird & Root LLC, proposes to provide architectural professional services for the City of Evanston as follows:

I. PROJECT UNDERSTANDING

The Evanston Animal Shelter Project is understood to include:

- The design of a new Animal Shelter facility of the City of Evanston on the site of the existing Animal Shelter facility
- Approximately 8500 GSF of new construction
- A facility consisting of spaces for:
 - adoption (lobby, cat adoption habitats, dog adoption habitats, get acquainted spaces)
 - backstage habitats (maternity room, infirmed animal isolation habitats, backstage cat habitats, backstage dog habitats)
 - community programs (an education & training room, food pantry storage)
 - animal services (cat intake/grooming, dog intake/grooming, sallyport intake sequence, medical exam room and surgery suite, D.A. accommodations)
 - administration (office suite, break room and lockers), and

- operational support (laundry and linen storage, food prep and associated storage, general storage)
- A site consisting of newly directed access toward adjacent traffic signal, expanded parking, dog runs, and a shared-use path along the right-of-way.
- A facility designed to incorporate sustainable strategies in compliance with the City of Evanston Green Building Ordinance and in pursuit of LEED Silver, the elimination of on-site gas emissions, and the future accommodation of solar energy

The Schematic Design through Construction Administration phases of the project will be a continuation of the information and direction uncovered in the Pre-Design Study study phase of this project (April 2021 – present).

II. BASIC SERVICES

Professional service disciplines covered by this scope include:

- Architecture & Interiors (Holabird & Root & Connolly Architects)
- Animal Shelter Equipment Specification (Connolly Architects)
- Landscape (Site Design Group)
- Civil (Terra Engineering)
- Mechanical, Electrical, Plumbing, & Fire Protection (IMEG)
- Structural (Rubinos & Mesia)

Assistance in coordination of these owner-secured items is included in this scope include:

- Furnishing Procurement (Owner Vendor such as ForwardSpace)
- Public Art Installation
- Building Automation System (Owner Vendor such as Schneider)

The proposed scope is as follows:

A. Schematic Design

1. Meet with City staff and user group periodically through the phase as needed to gather required information, obtain feedback, develop solutions, and refine the work.
2. Perform zoning and building code compliance review for the proposed building.
3. Generate a preliminary design illustrating the scale and relationship of the project components and tested against diagrams of efficient shelter workflow.
4. Evaluate and compare sustainable design strategies and mechanical system selection through energy modelling.
5. Perform life-cycle cost analysis to inform selection of mechanical systems.
6. Explore options for phasing and/or stage construction schemes that aim to reduce user impact during construction.
7. Identify and react to preliminary site, building, interiors, and systems design considerations or requirements utilizing architectural, landscape, interiors, and engineering disciplines (civil, structural, mechanical, electrical, plumbing, and fire protection) expertise.
8. Evaluate and compare options for building structural and mechanical systems and identify a single one with which to proceed.
9. Issue 100% Schematic Design Package for cost estimation and owner review. Package will consist of drawings and other documents including a site plan, preliminary building plans, sections and elevations; and may some combination

of perspective sketches or digital representations. Preliminary selections of major building systems and construction materials will be noted on the drawings or described in writing.

B. Design Development

1. Meet with City staff and user group periodically through the phase as needed to gather required information, obtain feedback, develop solutions, and refine the work.
2. Refine design as required to address owner review commentary of the Schematic Design package.
3. Review the Schematic Design cost estimate and provide feedback on Assumptions & Clarifications. In the case where estimate is not in alignment with budget, recommend reasonable adjustments in the program, scope, or quality of the Project for owner consideration and approval. Incorporate approved adjustments for purposes of budget alignment.
4. Develop the approved Schematic Design in greater detail as described below.
5. Create animal shelter equipment plan and schedule and document room finish requirements.
6. Design site and building systems (structural, civil, mechanical, electrical, plumbing and fire protection) in alignment with applicable codes through drawings and calculations.
7. Use energy model to evaluate two iterations.
8. Coordinate site, building, interiors, and systems design across architectural, landscape, interiors, and engineering disciplines (civil, structural, mechanical, electrical, plumbing, and fire protection).
9. Expand scale and detail of critical design elements such as façade articulation and custom interior elements for final approval. Generate and present exterior and interior finish and materials concepts through design drawings and material samples.
10. Gather, coordinate, and incorporate detailed project requirements from owner and user group such as equipment layouts, owner-provided items, storage needs, systems or materials preferences, and Oakton Corridor shared-use sidewalk specifications and adjacent traffic signal design by others. More specifically, assumes all scope coordination with the City for Oakton Corridor related items is completed by the end of this phase.
11. Gather, coordinate, and incorporate detailed project requirements related to the sustainable design strategies identified to be incorporated.
12. Coordinate with the City of Evanston's furniture vendor and public art designer to complete their design, specialty plans and specifications.
13. Generate architectural, interiors, civil, landscape, structural, mechanical, electrical, plumbing, and fire protection construction documents in the form of drawings and outline specifications.
14. Issue 100% Design Development Package for cost estimation and owner review.

C. Construction Documentation

1. Refine design as required to address owner review commentary of the Design Development package.
2. Review the Design Development cost estimate and provide feedback on Assumptions & Clarifications. In the case where estimate is not in alignment with budget, recommend reasonable adjustments in the program, scope, or quality of the Project for owner consideration and approval. Incorporate approved adjustments for purposes of budget alignment.

3. Document the approved Developed Design for construction as described below.
4. Complete and present final interior design finish selections.
5. Identify, refine, finalize, and document all site, building, interior, and systems specifications in alignment with applicable codes and in coordination with product requirements.
6. Coordinate detailed design of site, building, interiors, and systems across architectural, landscape, interiors, and engineering disciplines (civil, structural, mechanical, electrical, plumbing, and fire protection).
7. Coordinate with the City of Evanston's furniture vendor and public art designer to incorporate any rough-in requirements within Design Team construction documents.
8. Coordinate and document detailed requirements of sustainable design strategies being implemented in building design.
9. Document any construction phasing or staging schemes agreed upon by the design team and owner in Schematic Design.
10. Assist in integrating owner-provided front-end specifications into contract documents.
11. Generate detailed code-compliant, permit-ready architectural, interiors, civil, landscape, structural, mechanical, electrical, plumbing, and fire protection construction documents in the form of drawings (including demolition drawings), specifications (project manual), and calculations.
12. Issue 50% and 90% Bid & Permit Packages for owner review.
13. Issue 100% Bid & Permit Package to be used in Permit and Bid Coordination phase.

D. Permit and Bid Coordination

1. Assist the Owner in completing the permit application and submitting for permit with the City of Evanston.
2. Provide responses and clarifications to permit review comments and questions from the City of Evanston.
3. Issue Bid & Permit Package to preselected contractor(s) for bid.
4. Review and respond to bid Requests for Information and assist the City of Evanston in the final bid qualification and selection of the contractor.

E. Construction Administration

1. Issue "For Construction" Package incorporating any bid addenda or revisions per permit review comments to be used by selected contractor during construction.
2. Weekly site visits by Project Architect to attend Owner / Architect / Contractor meetings.
3. Pre-construction meetings or pre-installation meetings attended by Project Architect.
4. Provide three site visits by each non-architectural discipline (landscape, civil, structural, and combined mechanical/electrical/plumbing/fire protection) during construction: one for general observation / special topic, one for punchlist creation, and one for punchlist clearing.
5. Review and respond to contractor Submittals, Requests for Information, Requests for Substitution, Proposed Change Orders, Pay Applications and Close-out Documents.
6. Review shop drawings of owner-procured design-build Building Automation System.

7. Generate and issue Proposal Requests or Architect's Supplemental Instructions as required to further clarify design intent described in construction documents.
8. Generate Field Observation Reports, inclusive of a Field Observation Deficiency Log.
9. Provide final punch list review and certify substantial completion for building construction.
10. Coordinate with the City of Evanston's furniture vendor and public art designer in field matters that involve both building and furniture/art design.
11. Share current compiled PDF version of construction documents with owner periodically throughout construction and at end of construction. This is to include documents assembled for architect's use (added sketches or revised sheets) as opposed to official as-builts or record drawings that reflect contractor-induced changes and make changes universally throughout a set.
12. Share with, and provide brief orientation to, owner the digital versions of the construction documents in AutoCAD, Revit (BIM) or Microsoft Word format, as they exist for each discipline and document. A particular software version or Level of Detail (LOD) is not required for this project.

III. ZONING APPROVALS ASSISTANCE

Professional service disciplines covered by this scope include:

- Architecture (Holabird & Root)
- Civil (Terra Engineering)
- Landscape (Site Design Group)

The design team will assist the owner with zoning approvals through the City of Evanston Planned Development process; the proposed scope is as follows:

- A. Prepare materials (site plan & preliminary elevations) for, submit for, and refine design in reaction to feedback received in Zoning Analysis process.
- B. Prepare materials for, present in-person before, and refine design in reaction to feedback received at three (3) Design & Project Review (DAPR) Committee meetings.
- C. Prepare materials for, present in-person before, and refine design in reaction to feedback received at two (2) Planned Commission Meetings for public hearing.
- D. Prepare materials for and present in-person before one (1) City Council meeting for final Planned Development approval.

IV. CONCEPTUAL DESIGN + FUNDRAISING IMAGERY

Professional service disciplines covered by this scope include:

- Architecture (Holabird & Root)

The proposed scope is as follows:

1. Respond to programming, site analysis, and sustainability goals to test fit different site solutions and arrive at a conceptual design direction for the project by developing conceptual solutions communicated with diagrammatic site plans, plan diagrams, and massing models that articulate spatial relationships, forms and spatial arrangements.

2. Generate conceptual project imagery of preferred conceptual design in the form of an architectural site plan and two (2) renderings to aid in future fundraising efforts.
3. Deliver the following:
 - i. Diagrammatic Plan Diagram of Preferred Conceptual Design
 - ii. Architectural Site Plan of Preferred Conceptual Design
 - iii. Two (2) Conceptual Renderings of Preferred Conceptual Design

V. LEED ADMINISTRATION + DOCUMENTATION

Professional service disciplines covered by this scope include:

- Architecture (Holabird & Root)
- Landscape (Site Design Group)
- Civil (Terra Engineering)
- Mechanical, Electrical, Plumbing, & Fire Protection (IMEG)

In pursuit of LEED Silver, the proposed scope is as follows:

1. Holabird & Root will perform the LEED Project Administrator role, acting as the project's interface with the US Green Building Council (USGBC) and the Green Building Certification Institute (GBCI).
2. In general, coordination amongst design team, contractor and Owner's commissioning agent to complete and submit required design and construction phase documentation for compliance review.
3. Assist by leading the LEED Integrative Process, including the LEED charrette with all of the Partners and key stakeholders to identify the project goals, initiatives benchmarks and credits to be targeted for certification.
4. Provide milestone LEED checklist and tracking goals review and updates at each design phase and/or significant change in the project.
5. Assemble completed LEED Online Templates for the Design Phase Submittal review including documentation compliance review regarding submittal requirements.
6. Provide all written correspondence and coordination in the Design Review Phase.
7. Provide LEED compliance review throughout the construction process of contractor-based waste management tracking and material tracking reports.
8. Provide coordination as required with the Owner's commissioning agent.
9. Assemble completed LEED Online Templates for the Construction Phase Submittal review including documentation compliance review regarding submittal requirements.
10. Provide all coordination and written correspondence for the final Construction Phase Review.
11. Provide final summary of compliance and achieved LEED Certification for the project.

Owner to pay all fees related to project registration and certification review.

VI. TECHNOLOGY DESIGN

Professional service disciplines covered by this scope include:

- Architectural Project Management & Oversight (Holabird & Root)
- Technology Design (IMEG)

The proposed scope is as follows:

1. Design of technology systems including:
 - i. Information Technology: all equipment, technology room components and horizontal cabling
 - ii. Security Management Systems: intrusion alarm systems for monitoring of perimeter doors and windows, and security camera systems
 - iii. Audio Visual Systems: digital signage locations and display/audio/input for conference/event spaces

VII. DETAILED COST ESTIMATING

Professional service disciplines covered by this scope include:

- Architectural Project Management & Oversight (Holabird & Root)
- Cost Estimating (CCS)

The proposed scope is as follows:

1. Firm with specific cost estimating expertise provides detailed estimate of construction cost of work with Assumptions & Clarifications at the 100% Schematic Design and 100% Design Development levels.
2. In the case where estimate is not in alignment with budget, cost estimating expert assists in assigning values to size, scope, or quality adjustments being considered by design team and owner as means of identifying a path to budget.
3. Cost estimating expert additionally offers up solutions to economize the design.
4. Cost estimating expert to price multiple mechanical system options in Schematic Design for use in Life Cycle Cost Analysis aiding in mechanical system selection.

VIII. COMMISSIONING

Professional service disciplines covered by this scope include:

- Architectural Project Management (Holabird & Root)
- Commissioning (TBD but soliciting proposal from DBHMS)

As part of the LEED certification requirements, fundamental commissioning is required, and two options are offered for enhanced commissioning worth up to four LEED credits. The proposed scope includes the three tiers of services listed below. The specific level of service required by the project will be determined once the project's LEED scorecard is further validated through Schematic Design, so each of these tiers will be associated with a budget that may or may not all be utilized.

1. Fundamental Commissioning (required)
2. Enhanced Commissioning Option 1: Path 1 (optional)

3. Enhanced Commissioning Option 1: Path 2 (optional)

IX. GEOTECHNICAL & ENVIRONMENTAL SURVEYING & REPORTING

Professional service disciplines covered by this scope include:

- Architectural Project Management & Oversight (Holabird & Root)
- Geotechnical & Environmental Engineering (GSG)

This scope is traditionally held outside of the design team contract but is being included here by owner request for simplicity of purchase order. The proposed scope is as described in the attached Geotechnical & Environmental Proposal (Exhibit C) and generally includes the below items.

- a. Environmental Assessment and Remediation Design Plan for Site Soils
- b. Environmental Assessment and Remediation Design Plan for Existing Building
- c. Geotechnical Investigation

This scope can evolve some based on information discovered in each phase of investigation, and items such as boring quantities for geotechnical purposes will still need to be coordinated by the design team once a conceptual, or even schematic, design is in place. For these reasons, we recommend holding an allowance for this scope.

An allowance of \$10,000 was held in the Pre-Design Study purchase order for some of this scope. The fee in this proposal assumes that the \$10,000 will still be utilized toward this service, and suggests the additional amount to hold for the remainder of the scope in the Schematic Design thru Construction Administration phase.

X. ADDITIONAL SERVICES

Additional Services (not included in this proposal) upon owner request:

- Surveying (survey assumed to be completed under pre-existing Pre-Design Study proposal / purchase order)
- Public or Extended Committee Meetings Outside of Planned Development Process to gain consensus and/or project approval
- Procurement Services for Interior Furnishings and Loose Equipment
- Traffic Engineering
- Traffic Signal / Intersection Design
- Acoustical Engineering
- Envelope Commissioning
- Multiple Bid and Permit Issuances
- Early General Contractor Involvement
- Construction Administration for Multiple Construction Contracts

XI. SCHEDULE & MEETINGS

Scope of work will commence in early November 2021 and conclude with the final completion of construction at the end of October 2023 (and commissioning being completed by end of December 2023). Please refer to Exhibit A attached for more detail, including assumed nature and quantity of client meetings.

XII. COMPENSATION

Acknowledging a construction cost of approximately \$3,900,000, equipment cost of approximately \$300,000, and duration as described in the attached Exhibit A, the proposed fees are as follows:

A. Professional Services

| | | |
|------|--|--------------------|
| II | Basic Services | \$454,600 Lump Sum |
| III | Zoning Approvals Assistance | \$14,500 Lump Sum |
| IV | Conceptual Design & Fundraising Imagery | \$12,400 Lump Sum |
| V | LEED Administration & Documentation | \$55,600 Lump Sum |
| VI | Technology Design | \$14,400 Lump Sum |
| VII | Detailed Cost Estimating | \$14,000 Lump Sum |
| VIII | Commissioning | \$24,300 Allowance |
| IX | Geotechnical & Environmental Surveying & Reporting | \$23,500 Allowance |

Compliance with the City of Evanston M/W/EBE policy is reflected in the above proposed sums. The following firms sum to at least 25% of the total contract value:

- Landscape (Site Design Group)
- Civil (Terra Engineering)
- Structural (Rubinos & Mesia)
- Commissioning (TBD but soliciting proposal from DBHMS)
- Cost Estimating (CCS)
- Geotechnical & Environmental Engineering (GSG)

B. Additional Services

Additional Scope Services, if requested by the Owner, as described above and herewith will be billed on an hourly rate according to Exhibit D (for Holabird & Root), at an hourly rate to be determined (for consulting firms), or as a negotiated lump sum.

C. Direct Reimbursables

The Holabird & Root + Connolly Architects & Consultants team shall be reimbursed monthly for out-of-pocket expenses at cost plus 10%. These expenses will include but are not limited to printing and other reproduction costs, presentation materials, messenger services, travel, long distance telephone costs and postage.

We suggest the owner hold the following budget for reimbursables: \$13,000

This budget for reimbursables does not account for other items not listed above such as permit fees or LEED project registration and certification review fees.

Thank you for the opportunity for Holabird & Root LLC, to submit this professional services proposal. We are excited about this project and to have the continued opportunity to serve the City of Evanston and the Evanston Animal Shelter Association. Please let me know when you are available to review this proposal together so we may answer any questions that you might have.

Sincerely,

Holabird & Root LLC



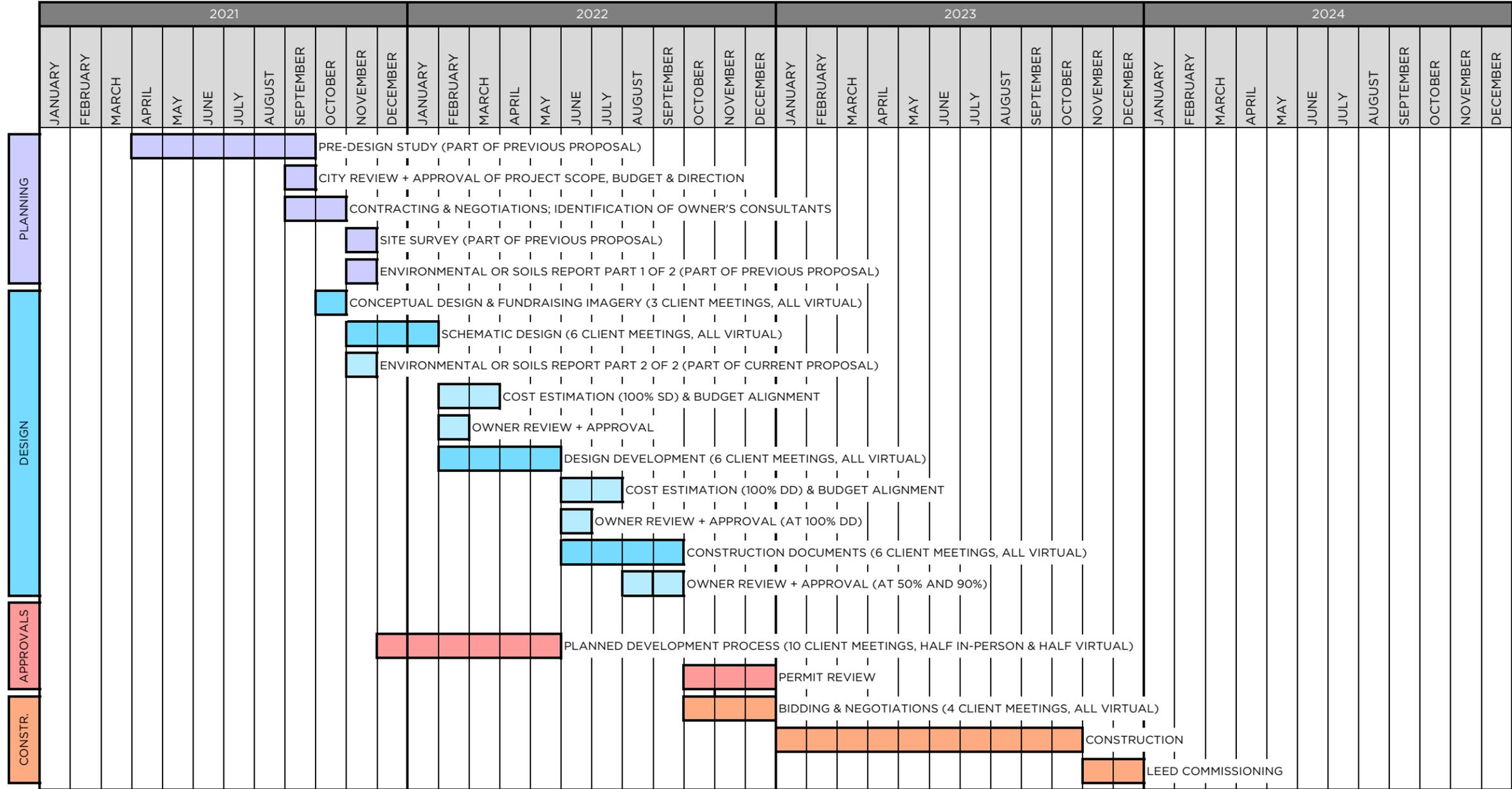
Rusty Walker, AIA
Principal
312.357.1619 (p)
rwalker@holabird.com

Attachment: Exhibit A - Duration
Exhibit B - Geotechnical & Environmental Proposal
Exhibit C - Hourly Rates

Img

Evanston Animal Shelter | City of Evanston
DURATION

SYMBOL LEGEND: PROCESS MILESTONE





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Schaumburg, IL 60173
Tel: 630.994.2600
www.gsg-consultants.com

September 30, 2021

Ms. Laura Gabel, AIA
Project Architect / Project Manager
Holabird & root, LLC
140 S. Dearborn Street, Suite 500
Chicago, IL 60603

**Proposal for Geotechnical and Environmental Engineering Services
City of Evanston RFQ 20-53
For Animal Shelter Design**

Dear Ms. Gabel:

GSG Consultants, Inc. (GSG) is pleased to provide this proposal to provide geotechnical and environmental engineering support services for the above referenced project. GSG will provide the following services for the proposed new garage building:

- Task 1 - Geotechnical Investigation
- Task 2 – Environmental Assessment and Remediation Design Plan

A brief description of the above task is provided below:

Task 1 – Geotechnical Investigation

- A. Review underground utilities and layout the soil borings within the project limits. GSG will contact JULIE 48-hour prior to starting the field activities and clear underground utilities at the site.
- B. Advance a total of 4 soil borings to a depth of 25 feet each (total 100 feet). The borings will be performed in accordance with the most recent edition of the ASTM standards including D1586 and D1587.
- C. GSG's field representative will log the SPT results for the geotechnical borings and will inspect soil samples and prepare soil boring logs, provide soil description by color, texture, and consistency in accordance with the USCS classification system. GSG will also measure the depth to groundwater and depth of existing pavement, topsoil and/or fill materials present at the site. A calibrated hand penetrometer will be used to determine the unconfined compressive strength of cohesive samples in the field.
- D. Perform laboratory testing on select soil samples obtained during the subsurface investigation. The type of the laboratory testing program is normally dependent upon the type of soil encountered at the site. The amount of laboratory testing to be performed will be determined after completion of drilling activities and will be based on the materials encountered and what we anticipate will be required to perform the geotechnical analysis and prepare the reports. GSG's laboratory testing program may include performing the following:

- a. Atterberg Limit testing per ASTM D4318
 - b. Grain Size Analysis per ASTM C136
 - c. Particle Size Analysis per ASTM D422
- E. Complete engineering analysis and provide a report giving geotechnical recommendations for the design and construction of the proposed improvements based on the results of the subsurface soil investigation and laboratory test results. The geotechnical report will include information about the site investigation activities; providing copies of the boring locations, soil boring logs, laboratory data, soil and groundwater condition at the site. The recommendations will include allowable bearing capacity and anticipated settlement for the proposed structure, and providing recommendations regarding design considerations, site excavation, subgrade preparation, fill placement and compaction, and other construction related considerations.

Task 2 – Environmental Assessment and Remediation Design Plan

The Environmental Assessment will include reviewing previous site investigation reports, conducting additional site investigation to characterize the site and develop remediation design plan and specification for soil handling and management during construction. Below is detailed description of GSG's project approach.

A. Regulatory Document and Record Review – GSG will complete a historic land review since there will be no new land acquisition for the project area to update the site history and any record of releases. This will include the following:

1. **Regulatory Background Review** – GSG will order a regulatory database for each roadway area in accordance with IDOT Manual.
2. **Review Historical Aerial Photographs and/or Sanborn Maps** – GSG will review available historical aerial photographs, City/township Directory and Historic Sanborn Maps within each project limit.
3. **Site Reconnaissance** – GSG will perform a site reconnaissance of all accessible areas of each project area and adjoining properties of the project area. We will inspect the adjoining properties from the site and public points of view to identify any potential source of environmental concern to the site posed by adjoining properties. We will note the site condition, location of stained or discolored soil, underground utilities, pipelines, drums and chemical containers, location of PCB- containing transformers, and any evidence of underground storage tanks and above ground storage tanks.

B. Supplemental Site Investigation

Based on the results of previous site investigation and regulatory data review, we will conduct field sampling for the project area, where the new building will be located. The site investigation will be conducted using mobile Geoprobe drill rig in areas of anticipated excavation. We assumed that a total of 6 borings will be conducted within the project area. The soil environmental borings will be advanced to the depth where soil disturbance is anticipated, 5-10 feet for foundation and underground utilities.



GSG's staff will field screen each sample with a Photo Ionization Detector (PID) to determine if volatile organic compounds are present in the soil samples. We will also prepare boring logs for each soil boring location. We will evaluate the analytical data and prepare an updated Phase II ESA.

Deliverable – We will prepare a summary report presenting the analytical results in table format and preparing exhibits showing the location of impacted soils and provide recommendation regarding soil handling and management.

C. Hazardous Building Materials Survey

GSG will complete a hazardous building materials survey of the existing building on site. The purpose of the survey is to identify location and quantity of hazardous materials require abatement prior to the building demolition. The survey will include asbestos containing materials, lead-based paint, and universal waste such as light bulbs and any regulated chemical contains.

Deliverable – We will prepare a letter report documenting the finding of the survey and providing recommendation regarding any abatement work that may be required for the site prior to the building demolition.

D. Remediation Plan & Specifications

We will also prepare remediation plan and specification for soil management and handling during construction activities at the site. The plan will include various waste stream at the site and disposal requirement. We will also include the installation of engineered barrier to protect site occupant where soil contamination is present.

GSG's scope does not include enrolling the site with the Illinois Site Remediation Program to a obtain a "No Further Remediation" letter for the site. If such service is required, GSG will prepare a separate proposal outlining the project scope reports to be prepared.

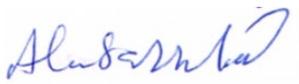
Budget

GSG's Fee Estimate to complete the Scope of Services outlined above is as follows:

| Description | Cost Estimate |
|-------------------------------------|--------------------|
| Geotechnical Investigation | \$10,000.00 |
| Environmental Assessment | \$15,500.00 |
| Hazardous Building Materials Survey | \$ 2,500.00 |
| Total Cost Estimate | \$28,000.00 |

We look forward to working with you on this project. Should you have any questions regarding our proposal or require additional information, please call us at 630.994.2610.

Sincerely,



Ala E Sassila, Ph.D., P.E.
Principal



Holabird & Root / Standard Hourly Billing Rates

Valid Through December 2021

| | |
|---------------------|----------|
| Principal 1 | \$283.00 |
| Principal 2 | \$275.00 |
| Associate Principal | \$242.00 |
| Group Leader | \$232.00 |
| Associate | \$200.00 |
| Architect Level 3 | \$170.00 |
| Architect Level 2 | \$155.00 |
| Architect Level 1 | \$134.00 |
| Clerical | \$87.00 |
| Student (PT) | \$62.00 |
| Marketing | \$103.00 |
| Graphics | \$128.00 |
| Structures | \$155.00 |

Evanston Animal Shelter
Schematic Design thru Construction Administration

EFFORT

The proposal is rooted in the following assumptions on project effort (in hours) of Holabird & Root and Connolly Architects combined.

| Phase | Duration (wks) | Scope | Mtg Qty | Hours / Wk | | | | | hours/wk subtotal | hours/phase subtotal | costs subtotal |
|-----------------------------|----------------|--|----------|-----------------|-----------------|-----------------|------------------|------------------|---------------------|----------------------|----------------|
| | | | | PIC \$202 | PD-A \$124 | PM \$80 | PA \$80 | PC \$52 | | | |
| SCHEMATIC DESIGN | 14 | Architecture | | 1.71 | 6.00 | 0.00 | 10.00 | 20.00 | 37.7142857 | 528 | \$51,462 |
| | | Project Management | | 0.50 | 0.00 | 6.00 | 0.00 | 0.00 | 6.5 | 91 | |
| | | Client Meetings (Virtual) | 6 | 0.00 | 0.43 | 0.00 | 0.43 | 0.43 | 1.29 | 18 | |
| | | Consultant Coordination Meetings (Virtual) | 3 | 0.00 | 0.21 | 0.00 | 0.21 | 0.21 | 0.64285714 | 9 | |
| | | hours/wk subtotal | | 2.21 | 6.64 | 6.00 | 10.64 | 20.64 | 46 | | |
| | | hours/phase subtotal | | 31 | 93 | 84 | 149 | 289 | | 646 | |
| costs/phase subtotal | | \$6,262 | \$11,532 | \$6,720 | \$11,920 | \$15,028 | | | | | |
| DESIGN DEVELOPMENT | 18 | Architecture | | 2.00 | 4.00 | 0.00 | 26.00 | 36.00 | 68 | 1224 | \$97,314 |
| | | Project Management | | 0.50 | 0.00 | 3.00 | 0.00 | 0.00 | 3.5 | 63 | |
| | | Client Meetings (Virtual) | 6 | 0.00 | 0.33 | 0.00 | 0.33 | 0.33 | 1.0 | 18 | |
| | | Consultant Coordination Meetings (Virtual) | 9 | 0.00 | 0.50 | 0.00 | 0.50 | 0.50 | 1.5 | 27 | |
| | | hours/wk subtotal | | 2.50 | 4.83 | 3.00 | 26.83 | 36.83 | 74 | | |
| | | hours/phase subtotal | | 45 | 87 | 54 | 483 | 663 | | 1332 | |
| costs/phase subtotal | | \$9,090 | \$10,788 | \$4,320 | \$38,640 | \$34,476 | | | | | |
| CONSTRUCTION DOCUMENTS | 18 | Architecture | | 1.28 | 2.00 | 0.00 | 26.00 | 40.00 | 69.2777778 | 1247 | \$88,850 |
| | | Project Management | | 0.00 | 0.00 | 2.00 | 0.00 | 0.00 | 2 | 36 | |
| | | Client Meetings (Virtual) | 6 | 0.00 | 0.00 | 0.00 | 0.33 | 0.33 | 0.67 | 12 | |
| | | Consultant Coordination Meetings (Virtual) | 9 | 0.00 | 0.00 | 0.00 | 0.50 | 0.50 | 1 | 18 | |
| | | hours subtotal | | 1.28 | 2.00 | 2.00 | 26.83 | 40.83 | 73 | | |
| | | hours/phase subtotal | | 23 | 36 | 36 | 483 | 735 | | 1313 | |
| costs/phase subtotal | | \$4,646 | \$4,464 | \$2,880 | \$38,640 | \$38,220 | | | | | |
| BID + PERMIT | 14 | Architecture | | 0.00 | 0.00 | 0.00 | 6.00 | 3.00 | 9.00 | 126 | \$11,048 |
| | | Project Management | | 0.00 | 0.00 | 1.00 | 0.00 | 0.00 | 1 | 14 | |
| | | Client Meetings (Virtual) | 4 | 0.00 | 0.29 | 0.00 | 0.29 | 0.29 | 0.86 | 12 | |
| | | hours subtotal | | 0.00 | 0.29 | 1.00 | 6.29 | 3.29 | 11 | | |
| | | hours/phase subtotal | | 0 | 4 | 14 | 88 | 46 | | 152 | |
| | | costs/phase subtotal | | \$0 | \$496 | \$1,120 | \$7,040 | \$2,392 | | | |
| CONSTRUCTION ADMINISTRATION | 44 | Architecture | | 0.00 | 0.50 | 0.00 | 4.00 | 6.00 | 10.50 | 462 | \$55,176 |
| | | Project Management | | 0.00 | 0.00 | 1.00 | 0.00 | 0.00 | 1 | 44 | |
| | | Weekly OAC Meetings (In-Person) & FOR | | 0.00 | 0.00 | 0.00 | 6.00 | 0.00 | 6.00 | 264 | |
| | | hours subtotal | | 0.00 | 0.50 | 1.00 | 10.00 | 6.00 | 18 | | |
| | | hours/phase subtotal | | 0 | 22 | 44 | 440 | 264 | | 770 | |
| | | costs/phase subtotal | | \$0 | \$2,728 | \$3,520 | \$35,200 | \$13,728 | | | |
| OVERALL BASE SERVICES | 108 | hours/phase total | | 99 | 242 | 232 | 1643 | 1997 | overall hours total | 4213 | |
| | | cost/phase total | | \$19,998 | \$30,008 | \$18,560 | \$131,440 | \$103,844 | overall cost total | \$303,850 | |

| | | | | | | | | | | | |
|--|-----|--|----|---------|---------|---------|----------|----------|-------------|----------------------------|----------|
| ZONING APPROVALS ASSISTANCE | 27 | Architecture | | 0.07 | 0.22 | 0 | 1 | 1.65 | 2.95 | 41 | \$9,945 |
| | | Project Management | | 0 | 0 | 0.22 | 0 | 0 | 0.22 | 3 | |
| | | Client Meetings (Half Virtual, Half In-Person) | 10 | 0.00 | 0.56 | 0.00 | 0.56 | 0.56 | 1.67 | 23 | |
| | | <i>hours subtotal</i> | | 0.07 | 0.78 | 0.22 | 1.56 | 2.21 | 4.84 | | |
| | | <i>hours/phase subtotal</i> | | 2 | 21 | 6 | 42 | 59.55 | | 130.55 | |
| | | <i>costs/phase subtotal</i> | | \$404 | \$2,604 | \$480 | \$3,360 | \$3,097 | | | |
| CONCEPTUAL DESIGN + FUNDRAISING IMAGERY | 4 | Architecture | | | | | | 0.00 | 0 | see pre-design study value | |
| | | Project Management | | | | | | 0 | 0 | | |
| | | Client Meetings (Virtual) | | | | | | 0.00 | 0 | | |
| | | <i>hours subtotal</i> | | 0.00 | 0.00 | 0 | 0.00 | 0 | 0.00 | | |
| | | <i>hours/phase subtotal</i> | | 0 | 0 | 0 | 0 | 0 | | | 0 |
| | | <i>costs/phase subtotal</i> | | \$0 | \$0 | \$0 | \$0 | \$0 | | | |
| LEED ADMINISTRATION + DOCUMENTATION | 125 | Architecture | | 0.00 | 0.00 | 0.00 | 1.00 | 3.32 | 4.32 | 60 | \$33,116 |
| | | Project Management | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| | | Client Meetings (Virtual) | 6 | 0.00 | 0.05 | 0.00 | 0.05 | 0.05 | 0.14 | 2 | |
| | | <i>hours subtotal</i> | | 0.00 | 0.05 | 0.00 | 1.05 | 3.37 | 4.46 | | |
| | | <i>hours/phase subtotal</i> | | 0 | 6 | 0 | 131 | 421 | | 558 | |
| | | <i>costs/phase subtotal</i> | | \$0 | \$744 | \$0 | \$10,480 | \$21,892 | | | |
| TECHNOLOGY DESIGN | 125 | Architecture | | 0.00 | 0.00 | 0.00 | 0.19 | 0.37 | 0.56 | 8 | \$5,828 |
| | | Project Management | | 0.00 | 0.00 | 0.11 | 0.00 | 0.00 | 0.112 | 2 | |
| | | Client Meetings (Virtual) | 3 | 0.00 | 0.00 | 0.00 | 0.02 | 0.02 | 0.05 | 1 | |
| | | <i>hours subtotal</i> | | 0.00 | 0.00 | 0.11 | 0.22 | 0.39 | 0.72 | | |
| | | <i>hours/phase subtotal</i> | | 0 | 0 | 14 | 27 | 49 | | 90 | |
| | | <i>costs/phase subtotal</i> | | \$0 | \$0 | \$1,120 | \$2,160 | \$2,548 | | | |
| DETAILED COST ESTIMATING | 9 | Architecture | | 0.44 | 0.44 | 0.00 | 0.75 | 0.00 | 1.64 | 23 | \$3,880 |
| | | Project Management | | 0.00 | 0.00 | 1.56 | 0.00 | 0.00 | 1.55555556 | 22 | |
| | | Client Meetings (Virtual) | 2 | 0.22 | 0.22 | 0.00 | 0.22 | 0.22 | 0.89 | 12 | |
| | | <i>hours subtotal</i> | | 0.67 | 0.67 | 1.56 | 0.97 | 0.22 | 4.08 | | |
| | | <i>hours/phase subtotal</i> | | 6 | 6 | 14 | 8.75 | 2 | | 36.75 | |
| | | <i>costs/phase subtotal</i> | | \$1,212 | \$744 | \$1,120 | \$700 | \$104 | | | |
| COMMISSIONING | 9 | Architecture | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 | \$1,996 |
| | | Project Management | | 0.00 | 0.00 | 2.22 | 0.00 | 0.00 | 2.22 | 31 | |
| | | Client Meetings (Virtual) | 3 | 0.00 | 0.00 | 0.00 | 0.33 | 0.33 | 0.67 | 9 | |
| | | <i>hours subtotal</i> | | 0.00 | 0.00 | 2.22 | 0.33 | 0.33 | 2.89 | | |
| | | <i>hours/phase subtotal</i> | | 0 | 0 | 20 | 3 | 3 | | 26 | |
| | | <i>costs/phase subtotal</i> | | \$0 | \$0 | \$1,600 | \$240 | \$156 | | | |
| GEOTECHNICAL & ENVIRONMENTAL ENGINEERING | 6 | Architecture | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 | \$1,920 |
| | | Project Management | | 0.00 | 0.00 | 4.00 | 0.00 | 0.00 | 4.00 | 56 | |
| | | Client Meetings (Virtual) | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 | |
| | | <i>hours subtotal</i> | | 0.00 | 0.00 | 4.00 | 0.00 | 0.00 | 4.00 | | |
| | | <i>hours/phase subtotal</i> | | 0 | 0 | 24 | 0 | 0 | | 24 | |
| | | <i>costs/phase subtotal</i> | | \$0 | \$0 | \$1,920 | \$0 | \$0 | | | |



October 26, 2021

Ms. Laura Gabel
Holabird & Root LLP
140 South Dearborn Street
5th Floor
Chicago, IL 60603

Via Electronic Transmission - lgabel@holabird.com

RE: Evanston Animal Shelter Additional Services Rev2

Project Scope: The design of a new Animal Shelter facility of the City of Evanston on the existing Animal Shelter facility · Approximately 8500 GSF of new construction with a construction budget of \$3.9M. CCS will provide a 100% Schematic Design Construction Cost Estimate and a 100% Design Development Construction Cost Estimate. Cost estimating expert to price multiple mechanical system options in Schematic Design for use in Life Cycle Cost Analysis aiding in mechanical system selection. In the case where the estimate is not in alignment with the budget, the cost estimating expert assists in assigning values to size, scope, or quality adjustments being considered by the design team and Owner as means of identifying a path to the budget. Cost Estimating expert additionally offers up solutions to economize the design.

Dear Ms. Gabel:

I am pleased to confirm our proposal for the referenced project to provide the following services:

| | |
|---|--------------------|
| • Prepare one (1) 100% Schematic estimate for all trades presented in Uniformat system’s format – 22hrs at \$166.87..... | \$ 3,671.14 |
| • Prepare one (1) 100% Design Development estimate for all trades presented in Uniformat system’s format – 38hrs at \$166.87..... | \$ 6,342.06 |
| Total Fee | \$10,013.20 |

CCS will not be responsible for costs incurred in the event that the Project needs to be redesigned due to budget issues prior to bid. If, after bidding, the Project comes in over the estimate, CCS will provide whatever cost estimating support is needed to assist the design team in whatever is necessary to bring the Project back within budget.

Fees include the following:

- Draft estimate submittal for review and submittal of a final estimate incorporating Design team review comments.

1815 South Meyers Road
Suite 1070
Oakbrook Terrace, IL 60181
630.678.0808
www.CCSdifference.com

H&R note: actual hours may be reduced slightly as a result of fee negotiation that is in progress

COMPENSATION

dbHMS will perform the services listed above for **lump sum fees** as follows:

| Engineer Position | Engineer Rate (\$/hr) | (A) Commissioning Services (hours) | (B) Enhanced Commissioning (hours) | (C) Monitoring Based Commissioning (hours) |
|-----------------------------|-----------------------|------------------------------------|------------------------------------|--|
| Senior Cx Authority | \$ 145 | 24 | 0 | 12 |
| Commissioning Authority | \$ 125 | 72 | 4 | 24 |
| Commissioning Engineer | \$ 110 | 88 | 12 | 48 |
| Sum of Project Hours | | 184 | 16 | 84 |
| Fee | | \$ 22,160 | \$ 1,820 | \$ 10,020 |

Timecard, reimbursable expenses, and out-of-scope services shall be compensated in accordance with attached Rate Schedules. Attached General Conditions shall be applicable for this work.

.....
 Thank you for considering dbHMS for your consulting services needs. Please review our proposal for your desired scope of services. If it meets with your approval, please initial specific services desired, sign, and return to us via e-mail, fax or U.S. mail. Should you have any questions or comments, please contact the undersigned.

Note: This proposal is valid for a period of 90 days.

Submitted by:



Mark Wisz, CxAP, CEM, LEED AP BD+C
 Principal/Commissioning Studio Leader
 October 27, 2021

Accepted by:

 (Client)

 (Printed Name/Title)

 (Signature)

 (Date)

H&R note: the amount of hours on this worksheet matches an overall effort / proposal value that is different from the value GSG will hold on this next purchase order. The value shown here combines the effort from the pre-design study fee with the SD-CD fee. Additionally, for SD-CD, \$3000 more than what is shown here is being held as an allowance in case boring quantities change.

GSG Consultants, Inc.

Geotechnical Services Cost Estimate

| Staff Classification | Hours | Rate* | Totals |
|---|----------------|--------------------------|--------------------|
| Principal | 2 | \$ 75.00 | \$ 150.00 |
| Senior Engineer | 4 | \$ 50.00 | \$ 200.00 |
| Project Engineer | 8 | \$ 44.00 | \$ 352.00 |
| Staff Engineer | 40 | \$ 35.00 | \$ 1,400.00 |
| Technician | 8 | \$ 28.00 | \$ 224.00 |
| Total Number of Hours: | 62 | Subtotal: | \$ 2,326.00 |
| 2) <u>Labor Multiplier X Direct Labor</u> | <u>126.14%</u> | = \$ | 2,934.00 |
| | | Labor Costs = | \$ 5,260.00 |
| | | <u>Fixed Fee (10%) =</u> | <u>\$ 526.00</u> |
| | | Labor Costs = | \$ 5,786.00 |

C. Reimbursable Expenses (Without any Markup) (Vehicles at per mile rate, not per day rate)

| | | | | | | |
|-------------------------------------|---|------|------|----------|-----------|-----------------|
| 1) Mobilization | 1 | Day | X \$ | 400.000 | \$ | 400.00 |
| 2) Geotechnical Drilling | 1 | Day | X \$ | 3,400.00 | \$ | 3,400.00 |
| 3) Laboratory (Geotech. and Environ | 1 | Each | X \$ | 500.00 | \$ | 414.00 |
| Reimbursable Expenses | | | = | | \$ | 4,214.00 |

Total Amount **\$ 10,000.00**

H&R note: the amount of hours on this worksheet matches an overall effort / proposal value that is different from the value GSG will hold on this next purchase order. The value shown here combines the effort from the pre-design study fee with the SD-CD fee. Additionally, for SD-CD, \$3000 more than what is shown here is being held as an allowance in case boring quantities change.

GSG Consultants, Inc.

Environmental Assessment Cost Estimate

| Staff Classification | Hours | Rate* | Totals |
|--|----------------|------------------------|---------------------|
| Principal | 4 | \$ 75.00 | \$ 300.00 |
| Sr. Environmental Scientist | 8 | \$ 44.00 | \$ 352.00 |
| Environmental Scientist | 60 | \$ 35.00 | \$ 2,100.00 |
| CAD Technician | 16 | \$ 33.00 | \$ 528.00 |
| Technician | 12 | \$ 28.00 | \$ 336.00 |
| Total Number of Hours: | 100 | Subtotal: | \$ 3,616.00 |
| 2) <u>Labor Multiplier X Direct Labor</u> | 126.14% | = \$ | 4,561.22 |
| | | Total Labor | \$ 8,177.22 |
| | | <u>Fixed Fee (10%)</u> | = \$ 817.72 |
| | | Labor Costs = | \$ 8,994.94 |
| C. <u>Reimbursable Expenses</u> (Without any Markup) (Vehicles at per mile rate, not per day rate) | | | |
| 1) Mobilization | 1 Day | X \$ 400.00 | \$ 400.00 |
| 2) Enviro. Drilling | 1 Each | X \$ 2,500.00 | \$ 2,500.00 |
| 3) Laboratory (Environ.) | 1 Each | X \$ 3,600.00 | \$ 3,600.00 |
| 4) Mileage | 1 Each | X \$ 3,600.00 | \$ 5.06 |
| Reimbursable Expenses | | = | \$ 6,505.06 |
| Total Amount | | | \$ 15,500.00 |

H&R note: the amount of hours on this worksheet matches an overall effort / proposal value that is different from the value GSG will hold on this next purchase order. The value shown here combines the effort from the pre-design study fee with the SD-CD fee. Additionally, for SD-CD, \$3000 more than what is shown here is being held as an allowance in case boring quantities change.

GSG Consultants, Inc.

Hazardous Building Materials Survey Cost Estimate

| Staff Classification | Hours | Rate* | Totals |
|--|----------------|------------------|--------------------|
| Principal | 1 | \$ 75.00 | \$ 75.00 |
| Sr. Environmental Scientist | 4 | \$ 44.00 | \$ 176.00 |
| Environmental Scientist | 16 | \$ 35.00 | \$ 560.00 |
| CAD Technician | 4 | \$ 33.00 | \$ 132.00 |
| Total Number of Hours: | 25 | Subtotal: | \$ 943.00 |
| 2) <u>Labor Multiplier X Direct Labor</u> | 126.14% | = \$ | 1,189.50 |
| Subtotal A. Prime Labor Costs | | = \$ | 2,132.50 |
| Fixed Fee (10%) | | = \$ | 213.25 |
| Total Direct Labor | | | \$ 2,345.75 |
| C. <u>Reimbursable Expenses</u> (Without any Markup) (Vehicles at per mile rate, not per day rate) | | | |
| Laboratory (Environ.) | | \$ | 150.00 |
| 4) Mileage | 1 Each | X \$ 3,600.00 | \$ 5.06 |
| Subtotal C. Reimbursable Expenses | | = \$ | 155.06 |
| Total Amount | | | \$ 2,500.81 |

IMEG

Fee Breakdown
Evanston Animal Shelter

H&R note: actual hours may be reduced slightly as a result of fee negotiation that is in progress

MEP

| Fee | | \$ 60,000 | | Senior Eng | | Engineer | | Revit | | Clerical | | Total | |
|--------------|------|------------------|--------|-------------------|--------|-----------------|--------|--------------|-------|-----------------|------------------|--------------|--|
| | | Fee | Rate | Hours | Rate | Hours | Rate | Hours | Rate | Hours | Fee | Hours | |
| SD | 0.15 | \$ 9,000 | \$ 185 | 47 | \$ 135 | 0 | \$ 115 | 0 | \$ 80 | 4 | \$ 9,015 | 51 | |
| DD | 0.2 | \$ 12,000 | \$ 185 | 24 | \$ 135 | 32 | \$ 115 | 20 | \$ 80 | 12 | \$ 12,020 | 88 | |
| CD | 0.4 | \$ 24,000 | \$ 185 | 48 | \$ 135 | 40 | \$ 115 | 80 | \$ 80 | 6 | \$ 23,960 | 174 | |
| Bid | 0.05 | \$ 3,000 | \$ 185 | 4 | \$ 135 | 12 | \$ 115 | 4 | \$ 80 | 2 | \$ 2,980 | 22 | |
| CA | 0.2 | \$ 12,000 | \$ 185 | 20 | \$ 135 | 50 | \$ 115 | 12 | \$ 80 | 2 | \$ 11,990 | 84 | |
| Total | | \$ 60,000 | | 143 | | 134 | | 116 | | 26 | \$ 59,965 | 419 | |

Technology

| Fee | | \$ 9,000 | | Senior Eng | | Engineer | | Revit | | Clerical | | Total | |
|--------------|------|-----------------|--------|-------------------|--------|-----------------|--------|--------------|-------|-----------------|-----------------|--------------|--|
| | | Fee | Rate | Hours | Rate | Hours | Rate | Hours | Rate | Hours | Fee | Hours | |
| SD | 0.15 | \$ 1,350 | \$ 185 | 6 | \$ 135 | 0 | \$ 115 | 0 | \$ 80 | 3 | \$ 1,350 | 9 | |
| DD | 0.2 | \$ 1,800 | \$ 185 | 4 | \$ 135 | 4 | \$ 115 | 4 | \$ 80 | 1 | \$ 1,820 | 13 | |
| CD | 0.4 | \$ 3,600 | \$ 185 | 8 | \$ 135 | 8 | \$ 115 | 8 | \$ 80 | 2 | \$ 3,640 | 26 | |
| Bid | 0.05 | \$ 450 | \$ 185 | 1 | \$ 135 | 1 | \$ 115 | 0 | \$ 80 | 1 | \$ 400 | 3 | |
| CA | 0.2 | \$ 1,800 | \$ 185 | 4 | \$ 135 | 4 | \$ 115 | 4 | \$ 80 | 1 | \$ 1,820 | 13 | |
| Total | | \$ 9,000 | | 23 | | 17 | | 16 | | 8 | \$ 9,030 | 64 | |

Sustainable Design

| Fee | | \$ 20,000 | | Senior Eng | | Engineer | | Revit | | Clerical | | Total | |
|--------------|------|------------------|--------|-------------------|--------|-----------------|--------|--------------|-------|-----------------|------------------|--------------|--|
| | | Fee | Rate | Hours | Rate | Hours | Rate | Hours | Rate | Hours | Fee | Hours | |
| SD | 0.3 | \$ 6,000 | \$ 185 | 1 | \$ 135 | 42 | \$ 115 | 0 | \$ 80 | 2 | \$ 6,015 | 45 | |
| DD | 0.25 | \$ 5,000 | \$ 185 | 0 | \$ 135 | 36 | \$ 115 | 0 | \$ 80 | 2 | \$ 5,020 | 38 | |
| CD | 0.25 | \$ 5,000 | \$ 185 | 0 | \$ 135 | 36 | \$ 115 | 0 | \$ 80 | 2 | \$ 5,020 | 38 | |
| Bid | 0 | \$ - | \$ 185 | 0 | \$ 135 | 1 | \$ 115 | 0 | \$ 80 | 0 | \$ 135 | 1 | |
| CA | 0.2 | \$ 4,000 | \$ 185 | 0 | \$ 135 | 28 | \$ 115 | 0 | \$ 80 | 0 | \$ 3,780 | 28 | |
| Total | | \$ 20,000 | | 1 | | 143 | | 0 | | 6 | \$ 19,970 | 150 | |

| Evanston Animal Shelter - Fee Breakown | | | | | | R | M | E |
|--|----------------------|-----------------|-----------------------------|-------------------------|-----------------------|----------|----------|----------|
| Holabird and Root | Budgeted Labor Hours | | | | | | | |
| Billing Classifications/Rates | Principal | Project Manager | Project Structural Engineer | Sr. Structural Engineer | Engineer/Sr. CAD Tech | | | |
| Basic Service Phases | \$ 225 | \$ 170 | \$ 150 | \$ 135 | \$ 105 | | | |
| SD through CA Hours | 5 | 18 | 50 | 84 | 95 | | | |
| Sub-Total | \$ 1,125 | \$ 3,060 | \$ 7,500 | \$ 11,340 | \$ 9,975 | | | |
| | | | | Total | \$ 33,000 | | | |

Schematic Design through Contract Administration
EVANSTON ANIMAL SHELTER
RFQ NO. 20-53
 2310 Oakton Street, Evanston, Illinois
 Proposal for Landscape Architecture Services
 for Holabird & Root
 Project No. 9015as01
 September 30, 2021

H&R note: actual hours may be reduced slightly as a result of fee negotiation that occurred, but without hours being updated.

| site design group, ltd. | Qn | Principal in Charge | | Director | | Project Manager/ Engineer | | Project Designer | | CAD Operator/ Draftsperson | | Technical Aide | | Subtotals | |
|--|----|---------------------|---------|----------|---------|---------------------------|----------|------------------|----------|----------------------------|---------|----------------|-------|-----------|----------|
| | | Hours | Fee | Hours | Fee | Hours | Fee | Hours | Fee | Hours | Fee | Hours | Fee | Hours | Fee |
| | | | \$200 | | \$160 | | \$130 | | \$115 | | \$90 | | \$80 | | |
| 1.00 SCHEMATIC DESIGN | | | | | | | | | | | | | | | |
| 1.01 Kick Off Meeting | 1 | | \$0 | | \$0 | 2 | \$260 | 2 | \$230 | | \$0 | | \$0 | 4 | \$490 |
| 1.02 Site Review & Evaluation | | | \$0 | | \$0 | 4 | \$520 | 4 | \$460 | | \$0 | | \$0 | 8 | \$980 |
| 1.03 Concept Design | | 2 | \$400 | | \$0 | 8 | \$1,040 | 24 | \$2,760 | 4 | \$360 | 1 | \$80 | 39 | \$4,640 |
| 1.04 PD Documents | | | \$0 | | \$0 | 4 | \$520 | 12 | \$1,380 | 4 | \$360 | | \$0 | 20 | \$2,260 |
| 1.05 LEED Certification | | | \$0 | | \$0 | 8 | \$1,040 | 8 | \$920 | 2 | \$180 | | \$0 | 18 | \$2,140 |
| 1.06 Cost Estimate & Budget Alignment | | | \$0 | 2 | \$320 | 4 | \$520 | 4 | \$460 | 4 | \$360 | | \$0 | 14 | \$1,660 |
| 1.07 Team Coordination Meetings | 8 | | \$0 | | \$0 | 8 | \$1,040 | 8 | \$920 | | \$0 | | \$0 | 16 | \$1,960 |
| 1.08 Owner Review Meetings | 1 | | \$0 | | \$0 | 2 | \$260 | 2 | \$230 | | \$0 | | \$0 | 4 | \$490 |
| 1.09 AHJ Meetings | 1 | | \$0 | | \$0 | 3 | \$390 | 3 | \$345 | | \$0 | | \$0 | 6 | \$735 |
| Phase Subtotal | | 2 | \$400 | 2 | \$320 | 43 | \$5,590 | 67 | \$7,705 | 14 | \$1,260 | 1 | \$80 | 129 | \$15,355 |
| 2.00 DESIGN DEVELOPMENT | | | | | | | | | | | | | | | |
| 2.01 Design Development | | 2 | \$400 | | \$0 | 8 | \$1,040 | 24 | \$2,760 | 8 | \$720 | 1 | \$80 | 43 | \$5,000 |
| 2.02 Outline Specifications | | | \$0 | 2 | \$320 | 1 | \$130 | 1 | \$115 | | \$0 | | \$0 | 4 | \$565 |
| 2.03 Cost Estimate & Budget Alignment | | | \$0 | 2 | \$320 | 4 | \$520 | 4 | \$460 | 4 | \$360 | | \$0 | 14 | \$1,660 |
| 2.04 Team Coordination Meetings | 8 | | \$0 | | \$0 | 8 | \$1,040 | 8 | \$920 | | \$0 | | \$0 | 16 | \$1,960 |
| 2.05 Owner Review Meetings | 1 | | \$0 | | \$0 | 2 | \$260 | 2 | \$230 | | \$0 | | \$0 | 4 | \$490 |
| Phase Subtotal | | 2 | \$400 | 4 | \$640 | 23 | \$2,990 | 39 | \$4,485 | 12 | \$1,080 | 1 | \$80 | 81 | \$9,675 |
| 3.00 CONSTRUCTION DOCUMENTS | | | | | | | | | | | | | | | |
| 3.01 Construction Drawings | | 1 | \$200 | 4 | \$640 | 8 | \$1,040 | 8 | \$920 | 40 | \$3,600 | 1 | \$80 | 62 | \$6,480 |
| 3.02 Technical Specifications | | | \$0 | 8 | \$1,280 | 1 | \$130 | 1 | \$115 | | \$0 | | \$0 | 10 | \$1,525 |
| 3.03 Permit Review & Revisions | | | \$0 | 4 | \$640 | 2 | \$260 | | \$0 | 4 | \$360 | | \$0 | 10 | \$1,260 |
| 3.04 Team Coordination Meetings | 8 | | \$0 | | \$0 | 8 | \$1,040 | 8 | \$920 | | \$0 | | \$0 | 16 | \$1,960 |
| 3.05 Owner Review Meetings | 1 | | \$0 | | \$0 | 2 | \$260 | 2 | \$230 | | \$0 | | \$0 | 4 | \$490 |
| Phase Subtotal | | 1 | \$200 | 16 | \$2,560 | 21 | \$2,730 | 19 | \$2,185 | 44 | \$3,960 | 1 | \$80 | 102 | \$11,715 |
| 4.00 BIDDING & NEGOTIATIONS | | | | | | | | | | | | | | | |
| 4.01 Issue For Bid | | | \$0 | 1 | \$160 | | \$0 | | \$0 | 4 | \$360 | | \$0 | 5 | \$520 |
| 4.02 Addenda QA | | | \$0 | 4 | \$640 | 1 | \$130 | 1 | \$115 | 4 | \$360 | | \$0 | 10 | \$1,245 |
| 4.03 Bid Review | | | \$0 | 1 | \$160 | | \$0 | | \$0 | | \$0 | | \$0 | 1 | \$160 |
| 4.04 Issue For Construction (IFC) | | | \$0 | 1 | \$160 | | \$0 | | \$0 | 4 | \$360 | | \$0 | 5 | \$520 |
| Phase Subtotal | | 0 | \$0 | 7 | \$1,120 | 1 | \$130 | 1 | \$115 | 12 | \$1,080 | 0 | \$0 | 21 | \$2,445 |
| 5.00 CONSTRUCTION CONTRACT ADMINISTRATION | | | | | | | | | | | | | | | |
| 5.01 Pre-Construction Meeting | | | \$0 | 3 | \$480 | | \$0 | | \$0 | | \$0 | | \$0 | 3 | \$480 |
| 5.02 Site Visits | 3 | | \$0 | 9 | \$1,440 | | \$0 | | \$0 | | \$0 | | \$0 | 9 | \$1,440 |
| 5.03 Submittal Review | | | \$0 | 8 | \$1,280 | 2 | \$260 | 2 | \$230 | 8 | \$720 | 1 | \$80 | 21 | \$2,570 |
| Phase Subtotal | | 0 | \$0 | 20 | \$3,200 | 2 | \$260 | 2 | \$230 | 8 | \$720 | 1 | \$80 | 33 | \$4,490 |
| TOTAL PROPOSED HOURS & FEES | | 5 | \$1,000 | 49 | \$7,840 | 90 | \$11,700 | 128 | \$14,720 | 90 | \$8,100 | 4 | \$320 | 366 | \$43,680 |



Project Name: **Evanston Animal Shelter**
 Prepared for: **Holabird & Root**
 Date: **10/27/2021**

| Task | Action | Labor Classification/Rates/Hours | | | | | | Fee | Total Hours |
|---|---|----------------------------------|-----------------------|----------------------|------------------|------------------|-----------------|--------------------|-------------|
| | | Project Manager-Site | Asst. Project Manager | Sr. Project Engineer | Project Engineer | Project Designer | Admin Assistant | | |
| 2.00 Schematic Design | | | | | | | | \$3,500.00 | |
| | 2.01 Conduct Site Visit | | 2 | | | | \$280.00 | 24.5 | |
| | 2.02 Conduct Code Review | | | 2 | | | \$280.00 | | |
| | 2.03 Coordination with Project Team | 2 | 2 | | | | \$600.00 | | |
| | 2.04 Attend 4 QTY Team Meetings | | 4 | | | | \$560.00 | | |
| | 2.05 FOIA searches | | | | | 0.5 | \$60.00 | | |
| | 2.06 Review records drawings, docs | | 2 | | | | \$280.00 | | |
| | 2.07 Stormwater Analysis/Calculations | | 2 | | | 1 | \$400.00 | | |
| | 2.08 Prepare Stormwater Sketches | | 2 | | | | \$280.00 | | |
| | 2.09 Prepare Design Narrative | 1 | 1 | | | | \$300.00 | | |
| | 2.10 Review Cost Estimates By Others | | 1 | | | | \$140.00 | | |
| | 2.11 QAQC | 2 | | | | | \$320.00 | | |
| 3.00 Design Development | | | | | | | | \$6,750.00 | |
| | 3.01 Coordination with Project Team | 2 | 4 | | | | \$880.00 | 50 | |
| | 3.02 Attend 6 QTY Team Meetings | | 6 | | | | \$840.00 | | |
| | 3.03 Stormwater Analysis/Calculations | | 4 | | | 4 | \$1,040.00 | | |
| | 3.04 Prepare Stormwater Exhibits | | | | | 2 | \$240.00 | | |
| | 3.05 Prepare Plans | | 8 | | | 8 | \$2,080.00 | | |
| | 3.06 Prepare Specifications | 2 | 2 | | | | \$750.00 | | |
| | 3.07 Review Cost Estimates | | 2 | | | | \$280.00 | | |
| | 3.08 QAQC | 4 | | | | | \$640.00 | | |
| 4.00 Construction Documentation | | | | | | | | \$12,750.00 | |
| | 4.01 Coordination with Project Team | 2 | 4 | | | | \$880.00 | 98 | |
| | 4.02 Attend 6 QTY Team Meetings | | 6 | | | | \$840.00 | | |
| | 4.03 Coordinate with Jurisdiction Authorities (JD) | | 2 | | | | \$280.00 | | |
| | 4.04 Stormwater Analysis/Calculations/Exhibits | | 4 | | | 12 | \$2,000.00 | | |
| | 4.05 Prepare Plans | | 8 | | | 37 | \$5,560.00 | | |
| | 4.06 Prepare Specifications | | 2 | | | | \$430.00 | | |
| | 4.07 Review Cost Estimates | | 2 | | | | \$280.00 | | |
| | 4.08 QAQC | 4 | | | | | \$640.00 | | |
| | 4.09 Permit through Evanston | 0.5 | 6 | | | | \$920.00 | | |
| | 4.10 Permit through MWRD | 0.5 | 6 | | | | \$920.00 | | |
| 5.00 Bid Assistance | | | | | | | | \$1,200.00 | |
| | 5.01 Prepare IFB technical documentation | | 1 | | | 2 | \$380.00 | 9 | |
| | 5.02 Prepare IFB front-end documentation | | 1 | | | 2 | \$380.00 | | |
| | 5.03 Review/respond to RFIs | 1 | 1 | | | | \$300.00 | | |
| | 5.04 Review tabular bids and provide award recommendation | | 1 | | | | \$140.00 | | |
| 6.00 Construction Administration | | | | | | | | \$5,600.00 | |
| | 6.01 Prepare and provide IFC documentation | | 2 | | | 2 | \$520.00 | 42 | |
| | 6.02 Review shop drawings/submittals | | 4 | | | 8 | \$1,520.00 | | |
| | 6.03 Review/respond to RFIs | 2 | 8 | | | 2 | \$1,680.00 | | |
| | 6.04 Review Payment Applications | | 4 | | | | \$560.00 | | |
| | 6.05 Conduct 1 QTY site visits w/report | | 2 | | | 2 | \$520.00 | | |
| | 6.06 Conduct punchlist w/report | | 4 | | | 2 | \$800.00 | | |
| 7.00 Close Out | | | | | | | | \$2,200.00 | |
| | 7.01 Conduct Final Walk Through | 0.5 | 2 | | | 2 | \$600.00 | 17 | |
| | 7.02 Review Warranty/Close Out Documentation | 0.5 | 2 | | | 4 | \$840.00 | | |
| | 7.03 Prepare and Deliver Record Documentation | | 2 | | | 4 | \$760.00 | | |
| 8.00 Total TERRA Labor Cost | | | | | | | | \$32,000.00 | |
| 9.00 Additional Tasks | | | | | | | | \$3,920.00 | |
| | 9.01 LEED Design & Documentation | 4 | 4 | | | 4 | \$1,680.00 | | |
| | 9.02 Planned Development Coordination | 3.5 | 12 | | | | \$2,240.00 | | |
| 11.00 Total Project Cost | | | | | | | | \$35,920.00 | |



Memorandum

To: Edgar Cano, Acting Public Works Agency Director
 Lara Biggs, P.E., City Engineer
 Shane Cary, Architect/Project Manager

Subject: Animal Shelter Design, RFQ 20-53

Date: November 8, 2021

The goal of the Minority, Women and Evanston Business Enterprise Program (M/W/EBE) is to assist such businesses with opportunities to grow. In order to help ensure such growth, the City's goal is to have general contractors utilize M/W/EBEs to perform no less than 25% of the awarded contract.

With regard to the recommendation for the Animal Shelter Design, RFQ 20-53, Holabird & Root, total base bid is \$626,300.00 and they are found to be in compliance with the City's goal. They will receive credit for 25% M/W/EBE participation.

| Name of M/W/EBE | Scope of Work | Contract Amount | % | MBE | WBE | EBE |
|--|-------------------------|---------------------|------------|-----|-----|-----|
| Site Design Group, Ltd. 888 S. Michigan Ave. Unit PH1 Chicago, IL 60605 | Architectural Services | \$34,400.00 | 5% | X | | |
| TERRA Engineering, Ltd. 225 W. Ohio St. 4 th Fl. Chicago, IL 60654 | Engineering Services | \$35,920.00 | 6% | | X | |
| GSG Consultants, Inc. 623 Cooper Court Schaumburg, IL 60173 | Engineering Consultant | \$21,500.00 | 3% | X | | |
| CCS International, Inc. 1815 S. Meyers Road Suite 1070 Oakbrook Terrace, IL 60181 | Construction Management | \$10,013.20 | 2% | X | | |
| Rubinos & Mesia Engineers 200 S. Michigan Ave #1500 Chicago, IL 60604 | Engineering Consultant | \$33,000.00 | 5% | X | | |
| dbHMS 303 W. Erie St. Ste. 510 Chicago, IL 60654 | Engineering Design | \$22,300.00 | 4% | X | | |
| Total M/W/EBE | | \$157,133.20 | 25% | | | |

CC: Hitesh Desai, Chief Financial Officer

Animal Shelter Design, RFQ 20-53, M/W/EBE Memo 11.08.2021