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# **THE VILLAGE OF TINLEY PARK**

**Cook County, Illinois**

**Will County, Illinois**

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## **RESOLUTION**

**NO. 2024-R-026**

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**A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT BETWEEN  
THE VILLAGE OF TINLEY PARK AND WIGHT & COMPANY FOR THE EMERGENCY  
OPERATIONS CENTER (EOC) RENOVATION**

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**MICHAEL W. GLOTZ, PRESIDENT  
NANCY M. O'CONNOR, VILLAGE CLERK**

**WILLIAM P. BRADY  
WILLIAM A. BRENNAN  
DENNIS P. MAHONEY  
MICHAEL G. MUELLER  
KENNETH E. SHAW  
COLLEEN M. SULLIVAN  
Board of Trustees**

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**RESOLUTION NO. 2024-R-026**

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THE VILLAGE OF TINLEY PARK AND WIGHT & COMPANY FOR THE EMERGENCY  
OPERATIONS CENTER (EOC) RENOVATION**

**WHEREAS,** the Village of Tinley Park, Cook and Will Counties, Illinois, is a Home Rule Unit pursuant to the Illinois Constitution of 1970; and

**WHEREAS,** the Corporate Authorities of the Village of Tinley Park, Cook and Will Counties, Illinois, have considered entering into a Professional Services Agreement with Wight & Company, a true and correct copy of such Agreement being attached hereto and made a part hereof as **EXHIBIT 1**; and

**WHEREAS,** the Corporate Authorities of the Village of Tinley Park, Cook and Will Counties, Illinois, have determined that it is in the best interests of said Village of Tinley Park that said Agreement be entered into by the Village of Tinley Park;

**NOW, THEREFORE, Be It Resolved** by the President and Board of Trustees of the Village of Tinley Park, Cook and Will Counties, Illinois, as follows:

**Section 1:** The Preambles hereto are hereby made a part of, and operative provisions of, this Resolution as fully as if completely repeated at length herein.

**Section 2:** That this President and Board of Trustees of the Village of Tinley Park hereby find that it is in the best interests of the Village of Tinley Park and its residents that the aforesaid "Agreement" be entered into and executed by said Village of Tinley Park, with said Agreement to be substantially in the form attached hereto and made a part hereof as **EXHIBIT 1**.

**Section 3:** That the President and Clerk of the Village of Tinley Park, Cook and Will Counties, Illinois are hereby authorized to execute for and on behalf of said Village of Tinley Park the aforesaid Agreement.

**Section 4:** That this Resolution shall take effect from and after its adoption and approval.

**ADOPTED** this 19<sup>th</sup> day of March, 2024, by the Corporate Authorities of the Village of Tinley Park on a roll call vote as follows:

**AYES:** Brady, Brennan, Mahoney, Mueller, Sullivan

**NAYS:** None

**ABSENT:** Shaw

**APPROVED** this 19<sup>th</sup> day of March, 2024, by the President of the Village of Tinley Park

\_\_\_\_\_  
Village President Pro Tem

**ATTEST:** \_\_\_\_\_

\_\_\_\_\_  
Village Clerk

## **EXHIBIT 1**

# **PROFESSIONAL SERVICES AGREEMENT WITH WIGHT & COMPANY FOR THE EMERGENCY OPERATIONS CENTER (EOC) RENOVATION**



March 8, 2024

Mr. John Urbanski  
Public Works Director  
Village of Tinley Park  
16250 S. Oak Park Ave.  
Tinley Park, IL 60477

**Village of Tinley Park  
Emergency Operations Center Renovation  
Architectural and Engineering Proposal**

Dear Mr. Urbanski:

Wight & Company (Wight) is pleased to submit this proposal to the Village of Tinley Park (Village) to provide Architectural and Engineering Services for the proposed renovation of the Emergency Operations Center (EOC).

This proposal includes the following parts:

PROJECT UNDERSTANDING  
SCOPE OF SERVICES  
SCHEDULE  
COMPENSATION  
TERMS & CONDITIONS

**PROJECT UNDERSTANDING**

The recently completed EOC Renovation study has built the framework for the transformation of the facility from the vision of the Village. Throughout the process of Wight working with the Village, a concept was developed that is intended to provide a new overall EOC space layout, furniture and technology upgrades that supports their emergency operation protocols, flexible use, and collaboration. We understand that the Village intends to renovate their existing 1,850 square foot EOC and adjacent toilet rooms in the lower level of the Public Safety building at 17355 68th Court in Tinley Park.

Based on our continued discussions, we understand the Village would like Wight to provide architectural and engineering services for these renovations. We understand the scope of this project to be as outlined in the 01/09/24 concept study and preliminary conceptual estimate. The current projected project budget is understood to be \$1,581,000.00 and will be finalized in the early stages of design.

The design and construction documents will be prepared for the Village to allow their CM to bid the project to sub-contractors. This proposal assumes the construction documents will be prepared as 1 bid



package. If additional bid packages are required for this project, we would propose an additional services fee for that work scope.

Wight will be engaging the services of the Sentinel Technologies, INC. (Sentinel) as our technology consultant for this project.

#### Project Assumptions / Limitations of Scope

In an effort to define the project limits and make sure we are in agreement as to the extent of our services, we have outlined the following assumptions we have made in the preparation of this proposal:

- From the information we have received to date, it seems that there are reasonably good as-built record drawings available for the space and therefore we have included limited field verification to confirm the as-built drawings in our work. If necessary information is not available or found to be inaccurate requiring an extensive existing conditions survey, we would propose an additional services fee for that work scope.
- We have assumed that there are adequate electrical, plumbing supply and waste services and fire protection system available in reasonable proximity to the work area to accommodate the renovation work. If building service upgrades such as new power or waste / water mains to the building are determined to be necessary, this design work would be outside of this contract.
- We are anticipating that the existing HVAC main systems are adequate to serve the space and that the work of this contract includes the design to modify the HVAC distribution within the work area and not new central systems.

#### SCOPE OF SERVICES

Wight's proposed basic services include Architectural, MEP/FP and IT/AV engineering as follows:

##### Project Kick-off

At the outset of the project, Wight will conduct a project kick-off meeting with all key stakeholders to establish the goals of the project and the key issues that are critical to project success. We will confirm the programmatic requirements for all spaces and adjacency needs. We will also do a full review of the EOC systems and equipment to confirm what is to be salvaged or replaced and the parameters for the equipment. We anticipate significant involvement with the IT Department representatives during the project to properly address current and future needs and document the requirements for this project.

During this phase Wight will also review the existing conditions drawings and perform a field investigation to confirm the accuracy of the documents. During the field visit, we anticipate spot checking dimensions to confirm accuracy and visually verifying such things as ductwork and plumbing runs for potential connection and to identify potential impediments to the renovation.

### Design & Construction Documentation Phase

Upon review and approval of the Conceptual Design Study and any adjustments authorized by the Village in the program, schedule or construction budget, Wight will prepare Construction Documents for approval by the Owner. The Construction Documents will consist of drawings and specification setting forth in detail the quality levels and performance criteria of the materials and systems and other requirements for the construction of the work. These documents will be used for bidding and submitted for permit review. For purpose of this proposal, we assume the project will be bid and permitted in one package.

- Prepare the documentation of the proposed design improvements:
  - Cover Sheet
  - Code Plan Plans/Details/Schedules/Notes
  - Architectural Plans/Details/Schedules/Notes
  - Interior Finish Plans/Details/Schedules/Notes
  - Mechanical, Electrical, and Plumbing Plans/Details/Schedules/Notes
  - AV/IT Plans/Details/Schedules/Notes
- Prepare the project manual specifications.
- Owner Review Meetings
  - 50% Contract Document Review with Owner
  - 90% Contract Document Review with Owner

### Bidding & Permitting Phase

Wight will prepare stamped and signed construction documents for use in submitting for permit. Wight will respond to technical questions from the permit reviewers and provide the necessary responses and supplemental technical information to aid the Village in securing the building permit for the project. For purposes of this proposal, it is assumed that the project will seek one building permit for the work to be completed as a single project. Wight will also attend a pre-bid meeting and provide responses to general contractor bidding questions include the issuance of addenda as necessary. Following the bid opening, Wight will participate in the CM's scope review with the apparent low bidder to allow for the CM to present the Village with a recommendation to award.

### Construction Administration Phase

- Attend (1) Pre-construction meeting with the Village and contractor to discuss the following:
  - Construction schedule
  - Submittals
  - Communications
  - Payment procedures
  - Contractor and Owner responsibilities

- Attend (8) Owner/Architect/Contractor (OAC) meetings in conjunction with a site review meeting during the anticipated (4) month construction period. This averages to one (1) OAC/site visit every two weeks to monitor Construction Phase activities for general conformance with Construction Documents.
- Provide responses to Request for Information (RFI) related to interpretation of contract documents.
- Review contractor application for payments.
- Review contractor submittals and shop drawings for conformance with contract documents.
- Perform Substantial Completion inspection and prepare punch list for work to be completed prior to final acceptance.
- Review project for Final Acceptance.

#### Project Closeout Phase

- Facilitate the submittal of all close-out documentation, including as-built drawings, O&M manuals, and warranty information.
- Review site before the One-Year Warranty for latent concerns or items that require further attention of the contractor.
- Review and submit required closeout permit documents as required by jurisdictional agencies.

#### SCHEDULE

Wight is prepared to begin work on this assignment upon receipt of a signed proposal and authorization to proceed. At the outset of the project, we will work closely with the Village to develop an overall project schedule that meets the needs of the Village and incorporates necessary design and jurisdictional review times.

#### COMPENSATION

Wight & Company proposes to perform the base Architectural and Engineering services as listed above for the proposed project for a Fixed Fee of One Hundred Eight Thousand Dollars (\$108,000.00).

Reimbursable expenses are not included in the compensation identified above and will be invoiced in addition to our base services at a cost plus 10% for administration. It is recommended the Village budget Two Thousand Dollars (\$2,000) for reimbursable expenses. The following is a list of typical A/E Reimbursable Expenses:

- Document plots, reproductions, and delivery costs of drawings, specifications, and reports
- Supplies, materials, and costs related to specific reports and presentations
- Mileage using standard IRS reimbursement rates.

Wight will invoice monthly based on a percentage of work completed and invoices will be due within 30-days.

## TERMS & CONDITIONS

The base services as outlined in this proposal are to be performed following the scope and intent of the AIA document B133-2019 Standard Form of Agreement between Owner and Architect, that is incorporated into this agreement for reference. In the event of a conflict, the terms of this agreement, and not the terms of Document B133 shall control.

For additional services beyond those described above, a mutually agreeable rate will be determined prior to commencing with the additional service. Additional services will not be performed without prior authorization.


Other Services not included currently are available upon request:

- As-Built documentation of the existing building and systems
- Utility infrastructure analysis and design outside of property line
- Marketing materials and brochures
- Hazardous material survey report
- Redesign after Design Development
- Multiple/Phased bid packages and/or permit issuances beyond one package.
- Photorealistic Renderings and physical models
- Artwork Selection
- Specialty, monument, or way finding signage (other than as required by building code)
- LEED Certification
- Commissioning services
- Construction materials testing
- Post Occupancy Evaluation

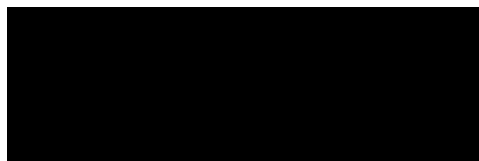
We thank you for the opportunity to continue to partner with the Village of Tinley Park and look forward to working with you on this effort. If this proposal meets your approval, please sign one copy and return it to us. If you have any questions regarding this proposal, please do not hesitate to contact Patrick Moore at (815) 210-7660.

Respectfully submitted,

Wight & Company



Patrick Moore  
Project Manager



Jason Dwyer AIA, LEED AP  
President, Design & Construction

Mr. John Urbanski  
Village of Tinley Park – Emergency Operation Center Renovation  
03.08.2024  
Page 6 of 6

Approved by:



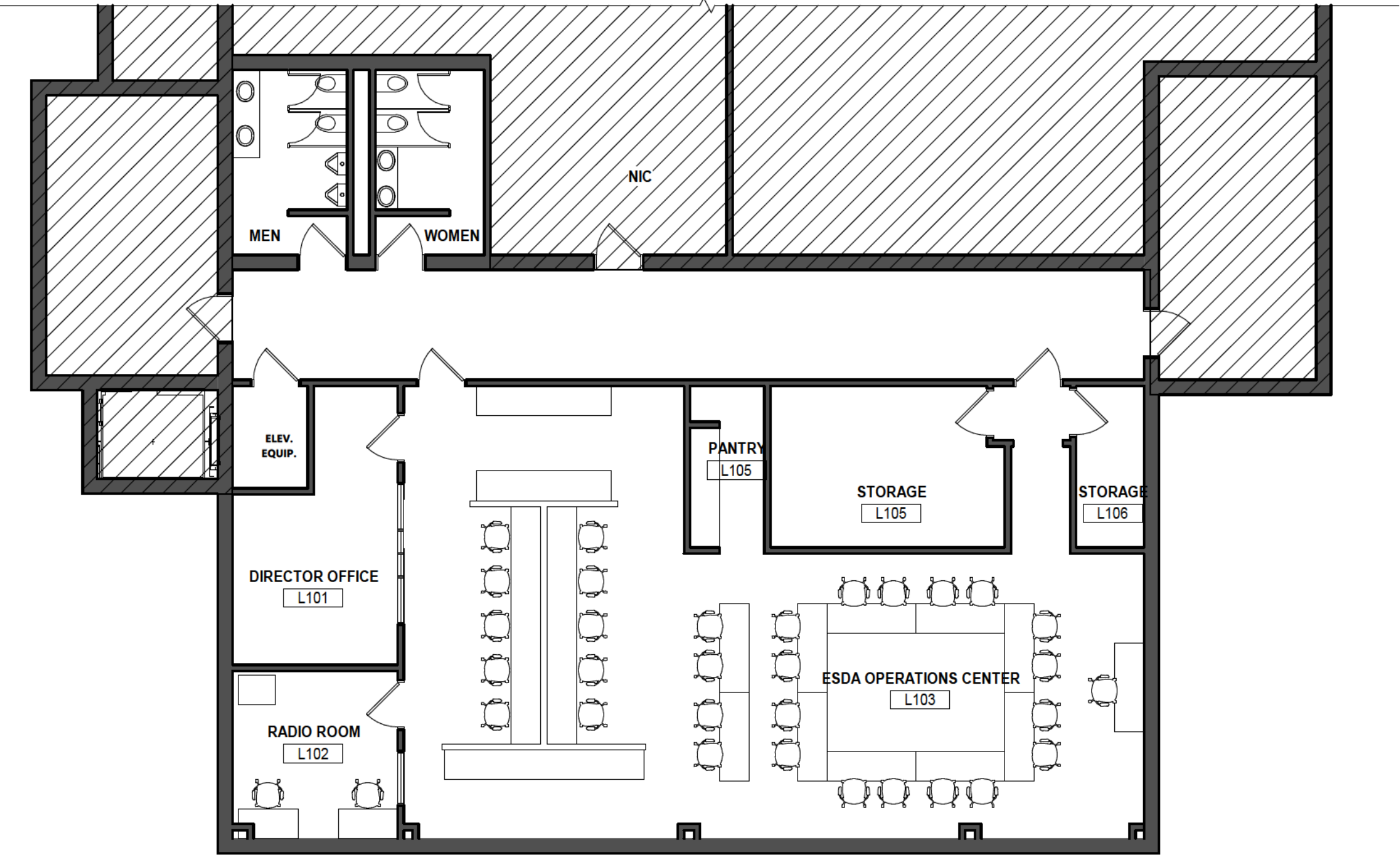
Signature

Date

3/19/24

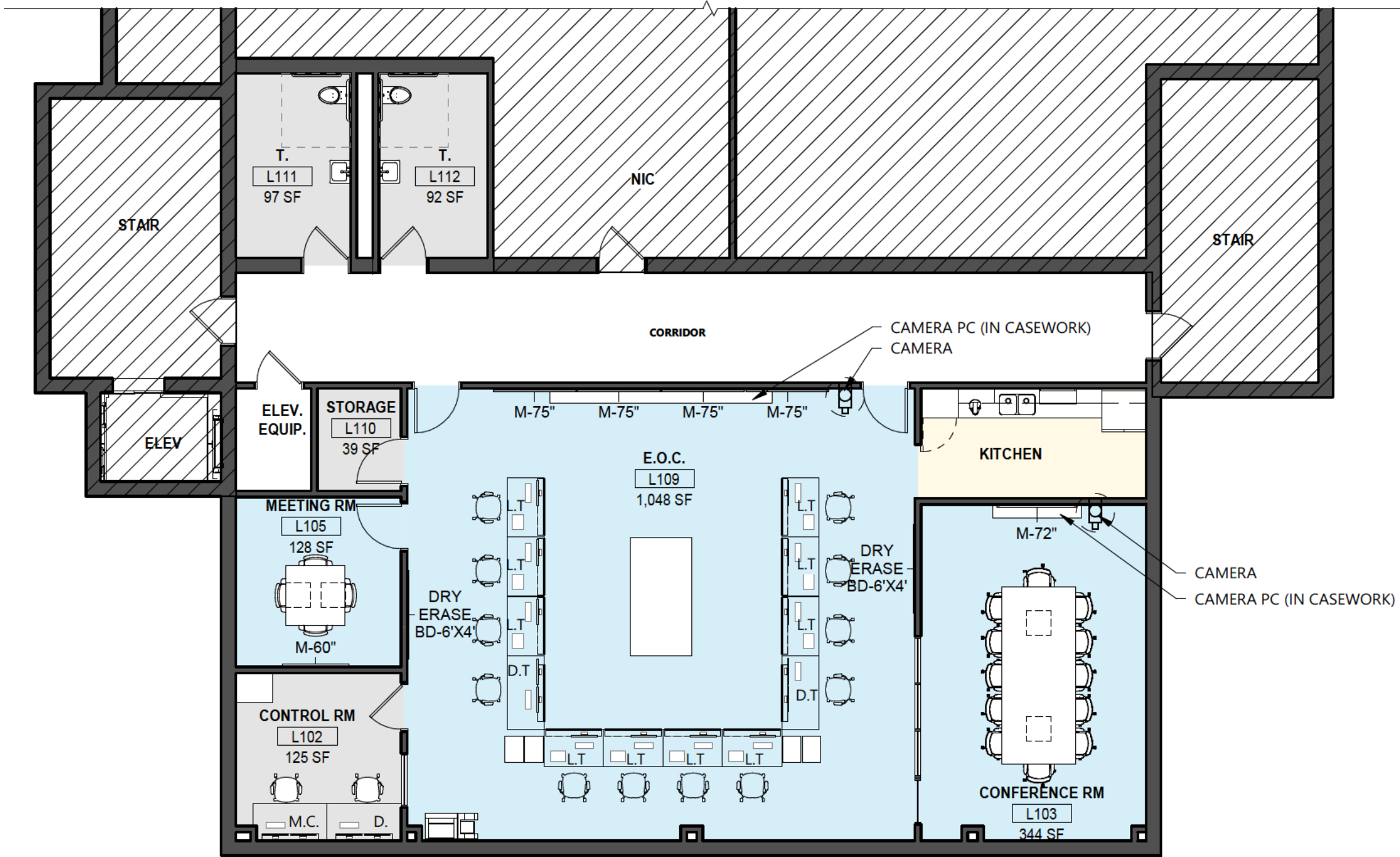
William A. Brennan  
Printed Name

President Pro-Tem  
Title





PROPOSED PLAN DIAGRAM



LIST OF INPUTS (24)

- (12) WORK STATIONS
- (1) CONFERENCE ROOM
- (2) CABLE TV
- (1) E.L.M.O.
- (2) CAMERAS
- (2) CAMERA PCs
- (1) MISSION CONTROL
- (1) DISPATCH
- (2) AIR MEDIA PUCKS

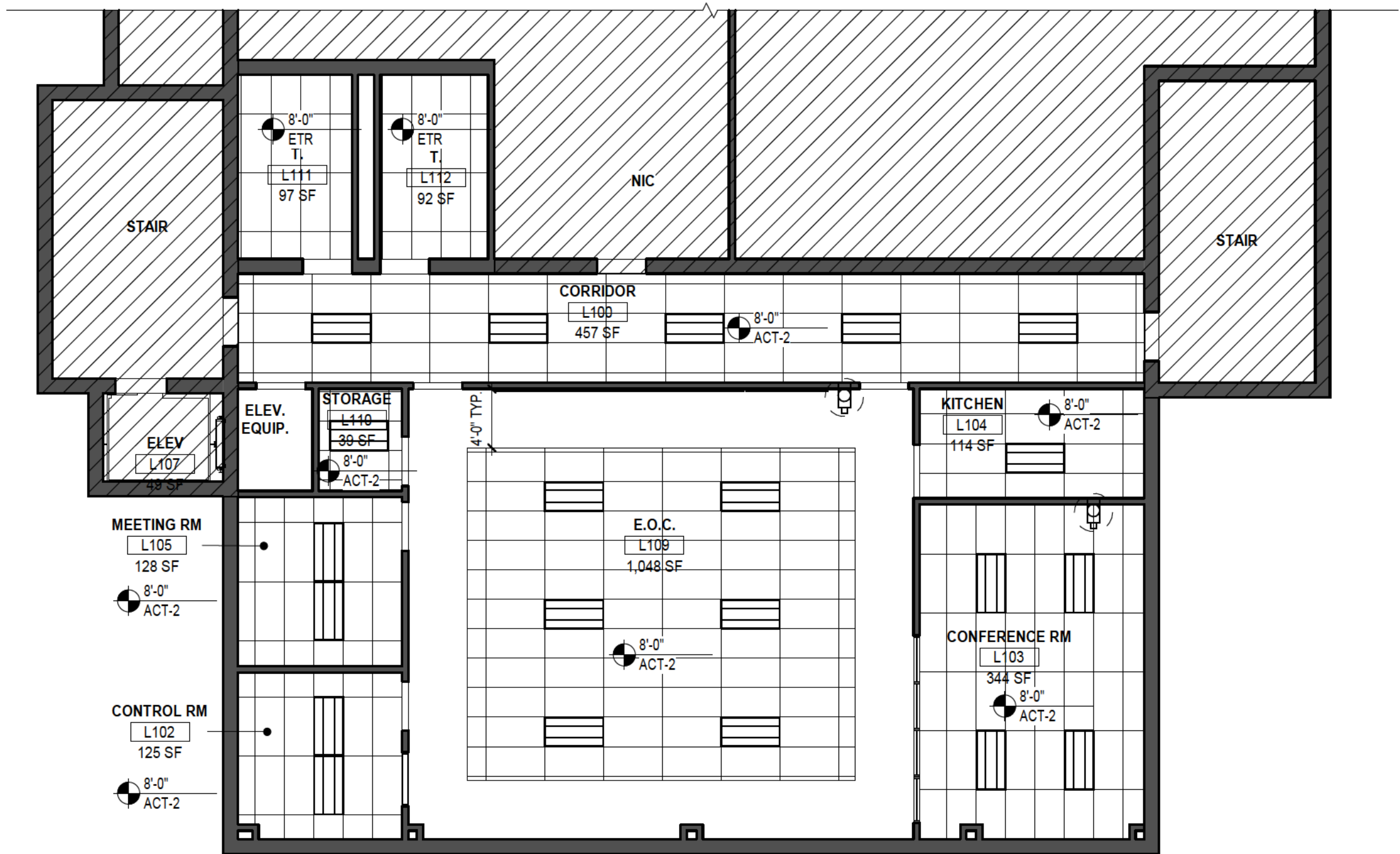
ALL WORK STATIONS NEED

- (1) QUAD A/C POWER
- (3) DATA JACKS (CAT6)
- (2) USB PORTS

**NOTE:**  
ASSUME ALL DATA GOES BACK TO THE  
CONTROL ROOM IN (1) NEW RACK

ASSUME ALL POWER COMES FROM  
PANELS IN BASEMENT

ASSUME THAT ALL ANTENA FEEDS INTO  
EOC ARE EXISTING IN CONTROL ROOM.











**EOC Renovations  
Building Renovation**



**Concept Budget**

**DRAFT**

1/9/2024

<b>Building Area Square Footage:</b>	<b>2,384</b>
<b>Hard Construction Costs</b>	
	Estimated Costs
Demolition	\$60,882
Foundations & Substructure	\$13,788
Superstructure	\$0
Building Enclosure	\$0
Interior	\$207,229
Conveying	\$0
Plumbing/FP	\$49,857
HVAC	\$35,398
Electrical/Low Voltage	\$516,085
General Conditions/General Requirements	\$150,000
<b>Subtotal Construction Costs</b>	<b>\$1,033,239</b>

<b>Contingencies and Escalation</b>	<b>Factor</b>	<b>Estimated Costs</b>
Contingency	15%	\$154,986
Escalation	4%	\$47,529
Owners Contingency (not included)	0%	\$0
<b>Subtotal</b>		<b>\$202,515</b>

<b>Furniture</b>	<b>Unit</b>	<b>Cost/EA</b>	<b>Estimated Costs</b>
(10) 30"x48" motorized single screen consoles		See combined cost below	-
(4) 30"x48" motorized dual screen consoles	LS	\$91,257	\$91,257
(1) 36"x36" Table	EA	\$1,200.00	\$1,200
(1) 48"x144" Table	EA	\$4,500.00	\$4,500
(26) EOC/Conference High Back Chairs	EA	\$500.00	\$13,000
(16) Nesting Training Table Chairs	EA	\$350.00	\$5,600
<b>Subtotal</b>			<b>\$115,557</b>

**Estimated Construction Budget w/Contingencies \$1,351,300**

<b>Allowances</b>	<b>Estimated Costs</b>
<b>Subtotal</b>	<b>\$0</b>

<b>Soft Costs</b>	<b>Estimated Costs</b>
A/E Fees, CM Fees, Insurance, Bonds, Etc. 17%	\$229,721
<b>Subtotal</b>	<b>\$229,721</b>

**Total Project Costs \$1,581,000**

Clarifications:



# EOC Renovations

Building Renovation

Concept Budget

January 9, 2024

**DRAFT**



## Clarifications

- 1) Costs are based on Union / Prevailing Labor Wage Rates
- 2) Costs are based on 1st shift (regular) work hours, Monday through Friday
- 3) Estimate is based on todays costs plus one year of escalation at 4% per year

Scope Description	Quantity	Unit	Unit Cost	Item Total
<b>Building Reno</b>	<b>2,384</b>	<b>SF</b>	<b>\$370.49</b>	<b>\$883,239</b>
<u>Demo</u>	<b>Subtotal</b>		<b>\$25.54/SF</b>	<b>\$60,882</b>
Demo/prep interior of building	2,384	SF	\$21.20	\$50,541
Does not include cost to demo specailty low voltage				\$0
Sawcut slab for new electrical/plumbing, remove spoils	813	SF	\$12.72	\$10,341
<u>Foundations &amp; Substructure</u>	<b>Subtotal</b>		<b>\$5.78/SF</b>	<b>\$13,788</b>
Repour SOG	813	SF	\$16.96	\$13,788
<u>Roof Construction</u>	<b>Subtotal</b>		<b>\$0.00/SF</b>	<b>\$0</b>
<u>Exterior Closure</u>	<b>Subtotal</b>		<b>\$0.00/SF</b>	<b>\$0</b>
<u>Roofing</u>	<b>Subtotal</b>		<b>\$0.00/SF</b>	<b>\$0</b>
<u>Interior Construction</u>	<b>Subtotal</b>		<b>\$86.92/SF</b>	<b>\$207,229</b>
Partitions:				
Patch/Repair existing walls	1	LS	\$10,000.00	\$10,000
Gyp walls	792	SF	\$30.42	\$24,094
Bulkhead	24	SF	\$30.42	\$730
Flooring/Base:				
Ceramic floor tile	222	SF	\$25.44	\$5,648
CPT	2,047	SF	\$8.48	\$17,359
LVT	115	SF	\$8.75	\$1,006
Rubber base	444	LF	\$3.71	\$1,647
Tile base	87	LF	\$25.44	\$2,213
Wall Finishes:				
Paint gyp walls	5,593	SF	\$3.18	\$17,786
New wall tile	888	SF	\$25.44	\$22,591
Ceilings:				
Premium for ACT cloud trim	100	LF	\$15.90	\$1,590
ACT	1,914	SF	\$10.60	\$20,288
Paint open ceilings	1,044	SF	\$3.18	\$3,320
Casework:				
PLAM base cabs	33	LF	\$371.00	\$12,243
Upper cabinets	10	LF	\$265.00	\$2,650
Pantry area w/ shelves	1	LS	\$2,000.00	\$2,000
Specialties:				
***Excludes Coffee Machine (1)			By Owner	\$0
***Excludes Copier/Printer (1)			By Owner	\$0
***Excludes Microwave (1)			By Owner	\$0
***Excludes Refrigerator (1)			By Owner	\$0
24" Monitor (18)	18	EA	\$175.00	\$3,150
Mini Desk Top CPU - WS (8)	8	EA	\$700.00	\$5,600
Desk Top CPU - WS (6)	6	EA	\$2,300.00	\$13,800
Desk Top CPU - Camera (2)	2	EA	\$2,300.00	\$4,600
Dry Erase Board 6'x4'	2	EA	\$1,000.00	\$2,000



# EOC Renovations

## Building Renovation

### Concept Budget

January 9, 2024

**DRAFT**



Paper towel dispenser/disposal	3	EA	\$371.00	\$1,113
Bathroom mirror	2	EA	\$318.00	\$636
Soap dispenser	3	EA	\$132.50	\$398
Toilet paper dispenser	2	EA	\$68.90	\$138
Grab bars	2	EA	\$310.85	\$622
Interior Doors/Windows:				
HM window+ paint frame	54	SF	\$68.90	\$3,721
New HM Door	4	EA	\$4,770.00	\$19,080
Paint HM door	12	EA	\$424.00	\$5,088
Paint HM window	4	EA	\$530.00	\$2,120
<u>Conveying</u>			<b>Subtotal</b>	<b>\$0.00/SF \$0</b>
<u>Plumbing</u>			<b>Subtotal</b>	<b>\$15.89/SF \$37,882</b>
Kitchen double sink	1	EA	\$3,710.00	\$3,710
Plumbing RR rework connections	1	LS	\$2,000.00	\$2,000
Plumbing SF, runs under slab, minimal work	513	SF	\$28.62	\$14,682
RR single sink ADA	2	EA	\$3,710.00	\$7,420
RR toilet ADA	2	EA	\$3,710.00	\$7,420
RR urinal	1	EA	\$2,650.00	\$2,650
<u>HVAC</u>			<b>Subtotal</b>	<b>\$14.85/SF \$35,398</b>
HVAC rebalance	1	EA	\$5,000.00	\$5,000
Duckwork rework	1,738	SF	\$17.49	\$30,398
<u>Fire Protection</u>			<b>Subtotal</b>	<b>\$5.02/SF \$11,975</b>
FP rework SF	1,738	SF	\$6.89	\$11,975
<u>Standard Electrical</u>			<b>Subtotal</b>	<b>\$62.39/SF \$148,728</b>
New convenience power	2,384	SF	\$31.80	\$75,811
Additional power per equipment	27	EA	\$1,060.00	\$28,620
New controls	2,384	SF	\$8.48	\$20,216
Lighting fixtures	24	EA	\$795.00	\$19,080
Allowance for homerun to first floor data center	1	LS	\$5,000.00	\$5,000
<u>Low Voltage</u>			<b>Subtotal</b>	<b>\$154.09/SF \$367,357</b>
Floor boxes for electrical	17	EA	\$1,500.00	\$25,500
Data lines/Data Drops	27	EA	\$2,385.00	\$64,395
Low Voltage (Conduit and boxes only for specialty systems)	1,637	SF	\$5.30	\$8,676
<i>Does not include cost for specialty low voltage items</i>				<b>\$0</b>
Fire alarm rework allowance	1,637	SF	\$6.36	\$10,411
All AV Equipment/Material & Installation	1	LS	\$258,374.61	\$258,374.61
<b>SUBTOTAL - CONSTRUCTION COSTS</b>				<b>\$883,239</b>

STATE OF ILLINOIS       )  
COUNTY OF COOK       )     SS  
COUNTY OF WILL       )

CERTIFICATE

I, NANCY M. O’CONNOR, Village Clerk of the Village of Tinley Park, Counties of Cook and Will and State of Illinois, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 2024-R-026, “**A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE VILLAGE OF TINLEY PARK AND WIGHT & COMPANY FOR THE EMERGENCY OPERATIONS CENTER (EOC) RENOVATION,**” which was adopted by the President and Board of Trustees of the Village of Tinley Park on March 19, 2024.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Tinley Park this 19<sup>TH</sup> day of March, 2024.

  
\_\_\_\_\_  
VILLAGE CLERK