



02/14/2023

## Lake County Government, IL

Elevator Modernization Project

### **Lake County Administrative Tower**

18 N County Street, Waukegan, IL

February 14, 2023

Mr. Jeremiah Varco  
Facilities Manager  
Lake County Government  
18 N County Street – 9th Floor  
Waukegan, IL 60085  
JVarcoc@lakecountyil.gov

Dear Mr. Varco,

The HDR Team gratefully appreciates the opportunity to submit a proposal to continue to provide professional services to the Lake County Government, in this case to support the Administrative Tower Elevator Modernization project. In summary, our scope for this work is as follows:

- Rework the previously completed construction drawings for the Tenth Floor Remodeling Project to isolate and identify the scope of work for the Elevator Modernization and Penthouse Renovations.
- Support bid review for both the awarded contract with Kone Elevator as well as the proposal production effort for Lake County's JOC Contractor for non-elevator related work.
- Support Construction Administration services for this work including monthly site visits.

Our team understands that the County will be under contract for the Elevator Modernization work in the near future and we are happy to mobilize our team quickly to respond to this need.

We appreciate the opportunity to continue to collaborate with you on renovation projects to support Lake County's Capital Improvements plan.

Sincerely,  
HDR, Inc.

Matt Guarneri, AIA  
*Civil Architecture*

Grace K. Rappe, AIA, LEED AP  
*Managing Principal – Associate Vice President*

# 01

## Introduction

### Project Scope

In February 2021, HDR completed Construction Documents for the Lake County Infrastructure and 10<sup>th</sup> Floor Renovations for the Lake County Administrative Tower located at 18 N County Street in Waukegan. Since that time, the project has remained dormant. In January 2023, Lake County requested that HDR narrow the scope of the completed construction drawings to include only that scope with is related to the Elevator Modernization portion of the project which is generally identified as Bid Alternate #1. In addition to the scope of Bid Alternate #1, Lake County has also requested that all work identified in the documents to occur in the Penthouse area be included with the Elevator modernization project. The penthouse area consists of three rooms, identified as the Elevator Equipment Room, the Radio Room and the Electrical Room. Generally, the additional work, not included in Bid Alternate #1, will include:

- HVAC Systems for the penthouse for the purposes of ancillary cooling
- Lighting replacement in the penthouse
- Removal of existing ceiling systems in the penthouse
- New Finishes including floor, walls and potentially a painted ceiling
- Any ancillary roofing work related to the placement of condensing units

HDR will retain the services of two subconsultants for this work which include IMEG for the MEP scope and Lurch Bates for the Elevator modernization Scope. The specific scope for IMEG and Lurch Bates is included in Exhibit A contained herein. Generally, HDR's scope will include the following:

### **Construction Documentation**

Reducing the scope of the Construction Documents to contain only the scope identified above.

### **Permitting**

Securing Regulatory Approvals and Permits

### **Bidding and Contracting**

- One Pre-Bid Conference with JOC contractor
- Analysis of Substitutions/alternates
- Clarifications and Addenda

### **Construction Phase**

- Construction Contract Administration
- Project Meetings – it is intended any necessary project meetings outside the construction observation meeting identified below will be held virtually.

- Construction Observation – estimated at 12 on site visits on a monthly basis during construction.
- Quality Assurance
- Contractor Submittal/Shop Drawing Reviews
- Participation in systems start up and elevator compliance reviews as identified in Exhibit A.
- Contractor Pay Application
- Requests/change Order Reviews
- Review Contractor Claims

### **Project Closeout/Warranty**

- Punchlist Inspections
- Record Drawings
- Final Regulatory Approvals

## **Deliverables**

The deliverable will be a set of construction drawings for permit and bidding to a vendor of Lake County's choice through their JOC program. It is understood the level of detail in the new construction documents does not need to support a public procurement process.

It is further understood that Lake County will be directly selecting Kone Elevators for the work related to elevator modernization and the JOC scope of work will be those items identified in the Penthouse as well as any elevator related work that Kone excludes from their scope.

# 02

## **Project Schedule**

Our team understands that the Kone proposal is currently in the approval process for the Lake County Board. It is further understood, HDR's contract would like to be entered for approval at the March 2023 Lake County Board meeting. A formal schedule will be confirmed once HDR's proposal is approved.

It has been communicated by Lake County that the Elevator Modernization is likely to take approximately 12 months as the four cars will be modernized one at a time with a likely timeframe of 3 months per car to perform the modernization work. It is anticipated that the JOC contractor work will run concurrently with the modernization process. It is further understood that development of the JOC proposal and submittal and approval of the Elevator Modernizations Shop Drawings is likely to occur in the immediate future but then the project initiation will not occur until the elevator equipment is secured and available to the contractor which could be in excess of 20 weeks.

# 03

## Project Fee

### Fee:

For services outlined herein, the proposed lump sum fee is

Construction Documentation	\$20,000.00
Permit and Bid Assistance	\$ 8,000.00
Construction Administration	\$64,000.00
Reimbursables	\$ 4,000.00
<b>Total Lump Sum Fee</b>	<b>\$96,000.00</b>

Lump Sum Services outlined in this proposal are inclusive of reimbursable expenses.

### Billing Terms:

Monthly invoicing will be based on percent complete for the tasks listed herein.

# 04

## Exclusions, Assumptions & Qualifications

### Exclusions

The following supplemental services are considered optional and negotiable for an additional fee:

- Additional site meetings or visits beyond those outlined in the base scope.
- Any work relating to smoke evacuation in the adjacent stairwell
- Exclusions identified in Exhibit A
- Permit / Review Fees

- Fixtures, Furnishing and Equipment (FFE) Packages
- Cost Estimating
- Budget Management or Value Engineering
- Hazardous Materials Remediation
- Creation of as-built drawings.

## Assumptions & Qualifications

All work performed on this project will be in accordance with the terms and conditions of a Professional Services Agreement between HDR Architecture, Inc. and Lake County Government consistent with the terms and conditions of the original contract for the Lake County Infrastructure and 10<sup>th</sup> Floor Renovations for the Lake County Administrative Tower.

# 05

## Exhibits

### Exhibit A – Sub-Consultant Scope of Work

**I. BASIC VERTICAL TRANSPORTATION CONSULTING SERVICES**

Lerch Bates Inc. (Lerch Bates) agrees to provide HDR INC. (Client) with the following consulting services:  
One (1) Elevator located at the Lake County Administration Building, Waukegan, IL:

A. Bidding Assistance

1. Evaluate bids received from pre-qualified Elevator Contractors.
2. Review any exceptions and/or clarifications with the Elevator Contractors.
3. Provide a spreadsheet comparing bids.
4. Submit written recommendations.
5. Attend or conduct One (1) bid review meeting.
6. Review the material delivery and construction schedule.

B. Construction Administration

1. Review the Elevator Contractor's submittal for compliance with Construction Documents and Design Information provided by Lerch Bates. Review comments will be incorporated on one original and two copies. Reviews will be limited to the initial submittal and One (1) revision.
2. Conduct Two (2) general progress reviews during modernization to determine that work is proceeding in accordance with the Construction Documents and Design Information provided by Lerch Bates. Submit written report. Report will include:
  - a. Field observations.
  - b. Items not in conformance.
  - c. Percentage of equipment delivered, stored, or installed.
  - d. Percentage of overall completion.
  - e. Equipment not on the jobsite which could affect the completion schedule.
3. Respond to Requests for Information (RFIs).
4. Assist with resolution of modernization problems.
5. Review and comment on Elevator Contractor's Application(s) for Payment.
6. Review Temporary Acceptance forms.
7. Conduct One (1) final installation review for equipment and performance compliance in accordance with the Construction Documents and Design Information provided by Lerch Bates and the approved submittals. Submit written report. Report will include:
  - a. Measured performance data.
  - b. Itemized deficiencies.
8. Conduct One (1) follow-up review to verify compliance with the final installation review deficiency report. The modernization should then be complete and the equipment operating in accordance with specified performance criteria.
9. Review contract close-out documents and warranties.



February 13, 2023

Mr. Terry Littell  
HDR Architecture  
30 West Monroe Street, Suite 700  
Chicago, Illinois 60603

RE: Amendment Number 2 for Additional Services  
Lake County Administration Tower 10th Floor Renovation Project  
Waukegan, Illinois  
IMEG #18002145.01

Dear Terry:

As we discussed, you would like IMEG to provide additional engineering services for the above mentioned project. We understand the project has elected to pursue the elevator modernization scope of work only. Our Proposal includes redevelopment of design and construction administration services specific to this scope of work only. Some mechanical, electrical, and technology redesign will be necessary, including separation of supplemental HVAC, plumbing, fire protection, electrical, and technology scope of work previously designed in conjunction with the 10<sup>th</sup> floor renovation and cooling tower replacement which will not be completed under this scope of work. Structural engineering is not included but can be provided as an additional service.

All other services, terms, and conditions shall remain as stated in our original Agreement dated October 22, 2019. However, our below fee is based on current billable rates and staffing assignments pertaining to 2023.

We understand the additional scope of work is as follows:

#### DESIGN PHASE SERVICES

1. Issue design and specifications specific to the elevator modernization portion of the project only.
2. Supplemental HVAC and plumbing for the revised elevator machine room and radio control room remain included as part of this scope of work. Slight redesign will be necessary.
3. All design associated with 10<sup>th</sup> floor tenant improvement, cooling tower replacement, and lightning protection system is excluded.
4. Conclusion to previously agreed generator assessment to determine if existing facility emergency power system can support additional elevators is assumed excluded at this time.
5. Previously proposed penthouse electrical distribution system upgrade will not occur as part of this scope of work. It is assumed the elevator replacements will occur on a 1:1 basis and the existing distribution system is sufficient to support the scope of work.

CONSTRUCTION PHASE SERVICES

1. Shop drawing and submittal process as described above.
2. Provide (3) jobsite observations over the course of construction.
3. Provide (1) final jobsite observation at the end of construction.

SERVICES NOT INCLUDED

1. Fire alarm elevator recall has been documented to be previously upgraded to latest codes.
2. Work on other floors besides the elevator penthouse is excluded.
3. Previously proposed construction administration services for 10<sup>th</sup> floor tenant improvement, cooling tower replacement, or lightning protection.
4. Structural engineering services of any kind. IMEG has identified previously proposed structural engineering services were limited to the cooling tower and roof replacement. IMEG can provide engineering services based on the scope of elevator modernization upon request.

We will begin our services following acceptance of this Amendment for Additional Services. Acceptance may be conveyed via e-mail to the address listed below, by fax, or by signing this offer and returning it to our office.

Sincerely,

IMEG CORP.



Andrew D. Pomatto, PE  
Senior Engineer | Senior Associate  
andrew.d.pomatto@imegcorp.com

ADP:JRP/tlk

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HDR ARCHITECTURE

Accepted:

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Signature

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Title

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Date

