



# BELLVILLE INDEPENDENT SCHOOL DISTRICT

## Meeting of the BISD Board of Trustees

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March 22, 2021

<b>Subject:</b>	Consider action to select proposal for design & contract administration for a new maintenance facility
<b>Presenter:</b>	Dennis Jurek
<b>Board Policy:</b>	
<b>BISD Goal:</b>	<ol style="list-style-type: none"><li>1. Develop and attain local standards for high levels of integrated learning and performance. [LEARNING]</li><li>2. Foster a connected, collaborative, and strategic approach to continuous improvement for the district. [LEADERSHIP]</li><li>3. Create a culture that attracts, develops, and retains exceptional individuals to be part of our district and community. [HUMAN CAPITAL]</li><li>4. Cultivate connections in our schools and community to ensure all feel safe, valued, and engaged in meaningful ways. [COMMUNITY]</li></ol>
<b>Summary:</b>	<p>Consulting Unlimited LLC., was selected for the design and contract administration of a new maintenance facility based on submitted Professional Qualifications. Consulting Unlimited has then submitted their fee proposal for the Design and Contract Management of said new maintenance facility.</p>
<b>Attachments:</b>	<ul style="list-style-type: none"><li>▪ Consulting Unlimited LLC design and contract administration proposal</li></ul>
<b>Recommendation:</b>	<p>It is my recommendation, the board approve the design and contract administration proposal for the sum of \$173,000</p>

**BELLVILLE BRAHMAS**  
LEARNERS TODAY. LEADERS TOMORROW.

## DESIGN AND CONTRACT ADMINISTRATION

### I. DESIGN SERVICES

<b>Consulting and Professional Services and Expenses:</b>	<b>\$78,000.00</b>
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Permit Fees	\$6,500.00
TDLR	\$4,000.00
Civil Engineering and Stamped Drawings	\$18,000.00
Architectural Stamped Drawings	\$16,500.00
MEP Engineering and Stamped Drawings	\$10,000.00
Structural Engineering and Stamped Drawings	\$5,000.00
Design Management Fees	\$15,000.00
Design Management Expenses	\$3,000.00

Design Phase I Initial Design

March 23<sup>rd</sup> - April 23<sup>rd</sup> \$29,500.00 due March 26<sup>th</sup>

First Round of Architectural drawings  
First Round of Structural Foundation Drawings  
First Round of MEP Drawing  
First Round of Civil Drawings  
First Round of PEMB Structural Drawings  
On-Site Trip Expenses (2 Trip Allowance)

Design Phase II Review/Comment

April 23<sup>rd</sup> – May 7<sup>th</sup> \$29,000.00 due April 25<sup>th</sup>

Review and Revision made to Architectural drawings  
Review and Revisions made to Structural Foundation Drawings  
Review and Revisions made to MEP Drawing  
Review and Revisions made to Civil Drawings  
Review and Revisions made to PEMB Structural Drawings  
Pre-Bid Coordination  
On-Site Trip Expenses (2 Trip Allowance)

Design Phase III Final Sealed Prints

May 10<sup>th</sup> - May 20<sup>th</sup> \$19,500.00 due May 24<sup>th</sup>

Final Sealed Drawing Package Assembled  
Present to Board for review  
Present to Board or approval

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### II. PROCUREMENT PHASE SERVICES

<b>Procurement Phase Services</b>	<b>\$25,000.00</b>
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Procurement Services Phase I \$6,250.00 due June 18<sup>th</sup>

May 21<sup>st</sup> – June 4<sup>th</sup>

Preparation for Pre-Bid Meeting  
Project Manual Preparation  
Qualifying General Construction Manager at Risks  
Invitations to Bid  
Preparation of Permit Paper Work to City  
Submit Documentation to city for construction Permit  
Distribution of Bid Packages  
Send Drawing for ADA Review  
On-Site Trip Expenses (1 Trip Allowance)

Procurement Services Phase II

\$6250.00 due June 25<sup>th</sup> June 7<sup>th</sup> – June 14<sup>th</sup>

Publish Drawings for Bidders  
Onsite Pre-Bid Meeting  
Fielding Bid Questions and Distributing RFI's  
Collect Sealed Bids  
On-Site Trip Expenses (1 Trip Allowance)

Procurement Services Phase III June 15 <sup>th</sup> - June 23 <sup>rd</sup>	\$6,250.00 due July 2 <sup>nd</sup>
Bid Tabulation	
On-Site Trip Expenses (1 Trip Allowance)	
Procurement Services Phase IV June 24 <sup>th</sup> - July 23 <sup>rd</sup>	\$6,250.00 due July 30 <sup>th</sup>
Present bid tabulations to Board for project approval	
On-Site Trip Expenses (1 Trip Allowance)	

### III. CONTRACT MANAGEMENT

<b><u>Contract Management Fee</u></b>	<b><u>\$70,000.00</u></b>
Contract Management Phase I Aug. 2 <sup>nd</sup> - August 27 <sup>th</sup>	\$14,000.00 due August 27 <sup>th</sup>
Award Contract	
Order Pre-Engineered Metal Building	
Pre-Construction Meeting with GC	
Weekly Safety Meeting	
Daily Construction coordination and oversight	
Daily Inspection for Quality Control	
Daily Safety inspection and review	
Weekly Owner progress report	
Weekly Progress meeting with GC	
Administration progress payment, lien releases	
Weekly Trip Expenses (6 Trip Allowance)	
Contract Management Phase II Sept. 30 <sup>th</sup> - Sept 24 <sup>th</sup>	\$14,000.00 due Sept. 24 <sup>th</sup>
Weekly Safety Meeting	
Daily Construction coordination and oversight	
Daily Inspection for Quality Control	
Daily Safety inspection and review	
Weekly Owner progress reports	
Weekly Progress meeting with GC	
Administration progress payment, lien releases	
Weekly Trip Expenses (6 Trip Allowance)	
Contract Management Phase III Sept. 27 <sup>th</sup> – Oct. 22 <sup>nd</sup>	\$14,000.00 due Oct. 22 <sup>nd</sup>
Weekly Safety Meeting	
Daily Construction coordination and oversight	
Daily Inspection for Quality Control	
Daily Safety inspection and review	
Weekly Owner progress reports	
Weekly Progress meeting with GC	
Administration progress payment, lien releases	
Weekly Trip Expenses (6 Trip Allowance)	
Contract Management Phase IV Oct. 25 <sup>th</sup> – Nov. 19 <sup>th</sup>	\$14,000.00 due Nov 19 <sup>th</sup>
Weekly Safety Meeting	
Daily Construction coordination and oversight	

Daily Inspection for Quality Control	
Daily Safety inspection and review	
Weekly Owner progress reports	
Weekly Progress meeting with GC	
Administration progress payment, lien releases	
Weekly Trip Expenses (6 Trip Allowance)	
Contract Management Phase V	\$14,000.00 due Dec. 17 <sup>th</sup>
Nov. 22 <sup>nd</sup> – Dec. 17 <sup>th</sup>	
Weekly Safety Meeting	
Daily Construction coordination and oversight	
Daily Inspection for Quality Control	
Daily Safety inspection and review	
Weekly Owner progress reports	
Weekly Progress meeting with GC	
Administration progress payment, lien releases	
Weekly Trip Expenses (6 Trip Allowance)	
Final Site and Building Cleanup	
Final Walk-thru	
Final Punch list complete	





