



Staff Recommendation
Interior Buildout and Window
Replacement

RECOMMENDATION

Recommended by	Gavin Morgan, Manager	Date Recommended	September 27, 2022
Recommendation	Approve contract with Robe Construction for buildout of interior office space and window replacement in the amount of \$211,390.27		
Approved by		Approved?	

BACKGROUND

The current windows at the 105 Oak Park Avenue building are beginning to fail, and they are not energy efficient. Window replacement has been included in the Township’s Capital Budget for several years; however, flooding in our building and the pandemic have led us to postpone the project.

The General Assistance department has now added a staff person to process LIHEAP applications for individuals who are under the age of 60, or who are over the age of 60 and are not a client of Senior Services Care Coordination, and to provide backup for General Assistance. The Youth and Family Services Team has also recently added staff for Prevention, Community Justice, and Girls on the Rise. To provide appropriate office space, we need to build out interior spaces. New construction will not increase the footprint of the current building.

The Board approved an FY23 Capital Outlay budget that included Roofing, Tuckpointing, Lighting, and Capital Improvements and Renovations for \$770,000. With the roofing projects estimated to come in under budget, and the lighting projects completed, the remaining budgeted funds will cover tuckpointing as well as the buildout and window replacement.

Robe Construction was chosen as the contractor for this project through Equalis Group’s Illinois Job Order Contract (JOC) program. Equalis is a Public Sector purchasing cooperative. All Equalis Group Illinois JOC Program Master Agreements have been publicly procured to meet bidding requirements and prevailing wage for Cook County. The City of Naperville is the lead agency on this Master Agreement. Attached is a description of the JOC program from the City of Naperville.

RATIONALE

Replacement of windows at the 105 Oak Park Avenue building will improve the energy efficiency of the building, as well as improve safety and security. Because of recent growth in staffing for General Assistance as well as Youth and Family Services, we are also in need of more dedicated office



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space within the current footprint of the building. By combining these two projects, we will take advantage of efficiencies in cost and timing. This will also result in ease of administration and project management.

PROJECT PLANNING

Potential Return	Anticipated Cost
<ul style="list-style-type: none">• Meeting environmental standards with new windows• Providing appropriate space for important services to support the health and well-being of residents the Township serves	<ul style="list-style-type: none">• \$211,390.27• Temporary displacement of staff during construction activities

Scope of Work Letter

Project Location: Oak Park Township- 105 S Oak Park Ave, Oak Park

Project Title: Oak Park Township-Interior Build out/Windows

Scope of work included in proposal

Interior Office Space Renovation:

Install floor protection as needed over carpet that will remain

Demo walls floors and ceilings per drawings dated 7/1/22

Furnish and install metal stud wall assemblies as shown on the drawings dated 7/1/22

Furnish and install outlets and light switches as shown on drawings

Furnish and install data outlet 1 per each new office- Location in each office to be determined by the owner.

Insulate drywall and tape new metal stud walls.

Rework existing ceiling grid and tie into new walls.

Furnish and install new wood doors and frames per drawings.

Furnish and install 5 new fixed windows per drawings.

Furnish and install new carpet tile and vinyl base as shown on drawings.

Relocate existing lighting and add 3 new fixtures per drawings.

Add supplies and returns to each new office as needed, new supplies and returns will be tied into the existing ductwork above the dropped ceiling.

Paint all new walls as needed.

Disposal of off debris off site and final clean up.

Exclusions: Permits, Furniture moving, any other work not described above

Remove existing windows and replace with Storefront windows:

Demolition of the existing windows on the east wall elevation, all the windows in the court yard elevations (East and South) and 2 windows on the ally side of the building.

Dispose of windows off site

Furnish and install new dark bronze anodized Aluminum frame with 1” LOW-E insulated glass tempered in all openings.

Install backer rod and caulk around all frames for a weather tight seal

Add 8 operatable windows to the new store fronts

Create 3 new openings in the existing masonry wall in the alley way, install 3 new storefront system windows , tape and paint interior side

Exclusions: Permits, Furniture moving, any other work not described above

Job Order Contracting (JOC) Overview:

Job Order Contract (JOC) is a fixed-price indefinite-quantity contract. It includes a collection of detailed repair and construction tasks and specifications that have established unit prices. It is awarded to a Contractor for the accomplishment of repair, alteration, modernization, rehabilitation, construction, etc., of infrastructure, buildings, structures, or other real property. Ordering is accomplished by means of issuance of a Notice to Proceed against the Contract.

Under the JOC concept, the Contractor furnishes management, labor, materials, equipment and engineering support needed to perform the Work.

The JOC includes a Construction Task Catalog[®] (CTC). This CTC was developed by the City of Naperville and is based on the use of experienced labor and high quality materials. All of the unit prices incorporate prevailing area cost data. The labor prices are based on prevailing wages in the DuPage County, as determined by the Illinois Department of Labor. The CTC also incorporates local activity, climate and geographic features.

Bidders will offer a price adjustment to be applied to the CTC unit price. The CTC and the Contractor's Adjustment Factors will be incorporated in the awarded Contract.

The JOC concept also includes a provision for the establishment of prices for Work requirements which are within the general scope of Work but were not included in the CTC at the time of Contract award. These tasks are referred to as "Non Pre-priced Tasks". Non Pre-priced (NPP) Tasks may require the establishment of specifications and drawings and may subsequently be incorporated into the CTC.