



Director's Justification Memo

DATE: 8/23/23

TO: Lucas Martsof, Assistant Township Manager

FROM: Michael Malak

RE: Municipal Center Building Renovation

Munis Project Number: CP 056

Munis Account(s): 3400 6420 6115



Check this box if the purchase is part of a capital project.

Project Title:

Eckles Construction Management Services - Municipal Center Building Renovation

Purchase / Project Description:

Provide a detail description of the proposed requisition. (650 character limit)

This request is for construction management services for the additions and alterations to the Municipal Building project. The services include an on-site project manager for up to 24 hours per week, review of construction progress and quality of work, maintain daily construction logs, process shop drawing submittals, review and process monthly payment applications, review and analyze proposed change orders, track punch list completion, coordinate attic stock materials and provide closeout documents including O & M Manuals.

Purchase / Project Justification:

Describe why is this requisition is needed. What alternatives were considered? (650 character limit)

The Township worked with Eckles during the pre-bid phase to complete value engineering and drawing quality control. Eckles Construction Services is also familiar with the requirements of the RACP Grant which is a portion of the funding for this project.



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Purchase Cost Details:

Provide a summary of the estimated costs. (650 character limit.)

The monthly rate for construction part-time services is \$ 13,500.00 per month.

- It is estimated that this phase will last for 11 months = \$ 148,500.00

The monthly rate for the closeout part-time services is \$ 9,600.00 per month

- It is estimated that this phase will last for 2 months = \$ 19,200.00

Total estimated cost is \$ 167,700.00

Staff Recommendation:

Describe the basis of your recommendation. (500 character limit.)

Based on the preconstruction involvement, Eckles construction management experience, RACP experience, staff is recommending utilizing Eckles Construction Services for a construction management role on the Municipal Building Renovation Project.

Image:

(Attach image if, applicable.)