

---

---

**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

---

---

**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** PATRICK J. ROLLINS, CHIEF OF POLICE  
**SUBJECT:** DISCUSSION: AUTHORIZING A PROFESSIONAL ARCHITECTURAL SERVICES AGREEMENT WITH WILLIAMS ARCHITECT FOR THE POLICE DEPARTMENT REMODEL/ADDITION  
**AGENDA:** JULY 18, 2023 - REGULAR BOARD MEETING  
**DATE:** JULY 12, 2023

---

**ISSUE**

Should the Village Board discuss the authorization of a Professional Services Agreement with Williams Architects for the police department remodel/addition.

**DISCUSSION**

The police department remodel committee met with two existing architectural firms that have done previous business with the Village. Individual meetings took place with the committee and the firms. The committee reviewed their qualifications and documents supplied by each firm. The committee was impressed with the services and qualifications of the two architectural firms involved.

After reviewing references, work performed in the industry, submitted detailed proposals, and number of years working in the public safety, specifically police facilities, the committee chose Williams Architect to bring forward to the Village Board for consideration. The committee recommends Williams Architects to conduct a space needs/functionality assessment and feasibility study for renovation and expansion. As part of their scope of work Williams Architects will present concept designs and budget to the Village Board to determine a preferred option for the remodel.

**COST**

The cost for their services is \$24,000. Account 30-51-6304: Architectural Services has \$100,000 budgeted for FY2024.

**RECOMMENDATION**

That the Board discuss entering into a professional service agreement with Williams Architects and provide staff input on direction to proceed.

10 July 2023

Chief Pat Rollins  
Chief of Police  
Village of Sugar Grove  
10 Municipal Drive  
Sugar Grove, IL 60554

Re: Village of Sugar Grove  
Space Needs Assessment and Feasibility Study for Police Facility

Dear Chief Rollins:

Thank you for considering Williams Architects to provide professional architectural services consisting of a space needs assessment and feasibility study services for the Police Department. As part of this Project, we will explore a variety of options for renovating and expanding the existing Police Station.

Specific issues that will be addressed as part of this Project will include:

1. What are Police Department space needs over the next 10 to 20 years?
2. What is the most efficient way to remodel and expand the existing facility to meet those space needs?
3. Is there enough area for parking and site circulation?
4. What is the cost of the proposed renovations and additions?

## **PRE-DESIGN SERVICES**

### **Step I. PROJECT KICK-OFF / DATA COLLECTION**

- A. Review planning process with Village staff prior to beginning work:
  1. Who will be involved, and what are their roles?
  2. Who are the point persons for the Village and Williams?
  3. What goals does the Village have for this Project?
  4. Overall schedule and Village Board meetings to target?
  5. What information is available and has yet to be conveyed?
  6. Other relevant information, recent events or expectations that will guide and/or influence this study.
- B. Receive and review existing facility floor and site plan of the current building and site.
- C. Field visit existing Police Station to verify existing conditions.
- D. Draft existing Police Station in AutoCAD.
- E. Analyze staff provided information regarding current and future estimated growth of staff and functional changes of the Police Department.
- F. Create a Meeting Matrix to lay out the expected meetings for the study and a Project Directory of the involved organizations and persons.
- G. Kick-Off Meeting with key stakeholders. (Meeting #1).
- H. Meeting minutes.
- I. General project management.

### **Step II. STAFFING, VEHICLE AND EQUIPMENT PROJECTIONS**

- A. Host a meeting to include the following tasks (Meeting #2):
  1. Review with staff the past and current staffing levels for Police Department personnel. Compare and contrast the changing staffing levels with services provided by the Village, trends in how services are provided, the economy, community needs, and expectations.



2. Review staff provided organizational charts based upon current authorized staffing levels, estimated staffing in 10 – 20 years.
  3. Williams Architects to guide the Village in terms of trends in municipal staffing and the expected growth and change for the Village. A spreadsheet that shows the Village's current and estimated future staffing will be created.
- B. Based on the discussion at Meeting #2, develop a proposed current and future staffing spreadsheet for the Police Department.
  - C. Submit both spreadsheets to the Village for approval.
  - D. Meeting minutes.

### **Step III. SPACE PROGRAMMING**

- A. Staff Input Meetings with Police and Village staff to gather their input regarding the space needs for all the people, functions, storage needs, public uses, vehicles, and equipment necessary at the new Police Station (Meeting #3).
- B. Meeting minutes.
- C. Develop a Draft Site and Building Space Program that lists potential spaces that could be needed, leading to the overall needed size of the building and site requirements. The room sizes will be given a range of sizes for this first Draft Site and Building Space Program. Plan for the required staff, patrol, and visitor vehicle parking requirements.
- D. Meet with Police and Village staff to review the Draft Site and Building Space Program. Revisions, as needed to the proposed program, will be discussed at the meeting (Meeting #4).
- E. Meeting minutes.
- F. Develop a Revised Site and Building Space Program based on feedback of the first draft.
- G. Meet with Police and Village staff to review the Revised Site and Building Space Program and discuss any final revisions needed (Videoconference Meeting #5).
- H. Meeting minutes.
- I. Develop Final Site and Building Space Program.

### **Step IV. CONCEPT DESIGN**

- A. Design Site/Building Conceptual Layout options.
- B. Cost estimates for the options (working with FQC).
- C. Meeting with staff to review each option and discuss needed refinements (Meeting #6).
- D. Meeting minutes.
- E. Refinement to each option into Final Concept Design options based on staff feedback.
- F. Refinements for cost estimates for the options (working with FQC).
- G. Meeting with staff to review the Final Concept Design options (Meeting #7).
- H. Meeting minutes.
- I. Creation of Final Concept Design documents and submission to the Village.

### **Step VI. PUBLIC REVIEW AND VILLAGE BOARD PRESENTATIONS**

- A. Preparation of PowerPoint for Board Presentation.
- B. Presentation of the options to the Village Board (Meeting #8). Village Board to consider all information to determine the Preferred Option, basic scope, budget, and timetable for the Project.

### **Step VII. FINAL DOCUMENTATION**

- A. Creation of Draft Executive Summary documenting all work completed.
- B. Submission of Draft Executive Summary to the staff.
- C. Refinements based on staff feedback.
- D. Creation of Space Needs Assessment and Final Feasibility Study and submission to the Village.

## **DELIVERABLES**

- A. Executive Summary.
- B. Summary chart of present and estimated future staffing and vehicles.
- C. Space Program.
- D. Final Concept Design site and floor plan diagrams of each option.
- E. Concept Design cost estimates.
- F. Final Concept Design site and floor plan diagrams of the Preferred Option.
- G. Pre-Design Submittal.
- H. All documents shall be provided in digital format and hard copy as needed.

## **EXCLUDED ITEMS:**

- A. Drawings and layouts beyond Conceptual Design.
- B. Detailed review of existing facility conditions or code issues.
- C. Detailed or unit take-off estimate.
- D. Meetings beyond those listed.
- E. Surveys, wetlands review, soil borings, environmental investigations.
- F. Engineering besides included Stormwater / Detention Review by EEI, Civil Engineers.

## **PROPOSED FEES**

We propose to provide the above services for the following fees, with a detailed breakdown shown on the attached Exhibit "A" – Hours and Fee Schedule:

<b>Step I.</b>	<b>PROJECT KICK-OFF / DATA COLLECTION, STAFFING, VEHICLE AND EQUIPMENT PROJECTIONS</b>	
	We propose a lump sum fee of	<b>\$ 3,000.00</b>
<b>Step II.</b>	<b>SPACE PROGRAMMING</b>	
	We propose a lump sum fee of	<b>\$ 3,000.00</b>
<b>Step III.</b>	<b>CONCEPT DESIGN</b>	
	We propose a lump sum fee of	<b>\$ 8,000.00</b>
<b>Step IV.</b>	<b>VILLAGE BOARD PRESENTATION</b>	
	We propose a lump sum fee of	<b>\$ 2,000.00</b>
<b>Step V.</b>	<b>FINAL DOCUMENTATION</b>	<b>\$ 1,000.00</b>
<b>Step VI.</b>	<b>CONSULTING CIVIL ENGINEER &amp; COST ESTIMATING</b>	
	We propose a lump sum fee of	<b>\$ 7,000.00</b>
<b>TOTAL PHASE 1 FEE:</b>		<b>\$ 24,000.00</b>

## **DESIGN AND CONSTRUCTION SERVICES**

Upon completion of the Pre-Design Services, Williams Architects' will transition into Basic A & E Services. We will augment our Team with the required engineering consultants. Toward that end, we will provide:

### **Basic Architectural & Engineering (A & E) Services for Project Implementation:**

#### **Phase I. SCHEMATIC DESIGN**

- A. Assist Owner with procurement of Site Topographic and Utility Survey.
- B. Assist Owner in researching applicable local zoning requirements and/or procedures potentially required to secure approval(s) for Project by local governmental officials.
- C. Preparation of preliminary Project Schedule from Design through Construction.

- D. Development of Schematic Design Drawings to include, site plan, floor plans, exterior elevations, building section and 3D massing renderings.
- E. Review and determine Mechanical, Electrical, Plumbing and other specialty systems for the facility.
- F. Preparation of Preliminary Estimate of Probable Construction Cost by FQC.
- G. Regular design meetings with the Owner.
- H. Final review with the Owner.

## **Phase II. DESIGN DEVELOPMENT**

- A. Based upon Schematic Design Phase Documents, further develop floor plans, elevations, and site plans.
- B. Further develop the facility's main components of Mechanical, Electrical, Plumbing, and other specialty systems.
- C. Further refine documents/deliverables, including typical wall sections, outline specifications, product catalog, interior finishes, and furniture layout.
- D. Refine cost estimate.
- E. Regular design meetings with the Owner.
- F. Final review with the Owner.

## **Phase III. CONSTRUCTION DOCUMENTS PHASE**

- A. Preparation of Contract Documents consisting of drawings and specifications as required to secure a building permit and proceed with bidding and construction of the Project.
- B. Revise Design Phase Estimate of Probable Construction Cost as required to reflect that defined within the Contract Documents.
- C. Multiple design meetings with the Owner.
- D. Final review "page turn" meeting with the Owner to review the Drawings and Specifications.

## **Phase IV. BIDDING AND NEGOTIATIONS PHASE**

- A. Prepare/Issue Contract Documents to Village for Permit and to Constructor for bidding.
- B. Respond to questions and provide clarifications to bidders.
- C. Issue Addendums and/or clarification to bidders.
- D. Attend pre-bid conference/meeting and bid opening/meeting.
- E. Prepare bid summary and recommendations to Owner.

## **Phase V. CONSTRUCTION ADMINISTRATION PHASE**

- A. Architect's Basic Services during the Construction Phase shall include attending a Bi-Monthly On-Site Project Meetings with Owner and Constructor and a site observation visit to become familiar with the progress and quality of the completed construction work for general compliance with Construction Documents.
- B. The Architect shall report to the Owner nonconforming work observed during such visits.
- C. The Architect shall review and respond to written requests for information ("RFI's") from the Constructor seeking an interpretation or clarification of the Construction Documents in writing within a reasonable time.
- D. The Architect shall review Constructor submittals and shop drawings for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents and process Constructor's submittals and Shop Drawings.
- E. The Architect shall review in conjunction with a site observation visit the Constructor's Applications for Payment and process Constructor's Applications for Payment. Such review is to check for quantity of construction work which the Constructor has indicated is completed in the Application for Payment.
- F. The Architect shall prepare Change Orders for Owner's approval and execution.
- G. The Architect shall visit Project Site to prepare a Punch-List, issue Certificate of Substantial Completion, and attend follow-up site meetings to review completion of Punch-List.
- H. The Architect shall conduct an 11-month walk-through of the facility to determine any outstanding warranty items.

Furthermore, during all of our aforementioned professional service phases, we include the below-noted firm-wide project practices throughout the design, development, and construction of your Project through our very innovative process that includes, but is not limited to:

### **SUSTAINABLE DESIGN**

Our firm's approach to sustainable design is such that "we like to put a shade of green on everything we design." To that end, at the inception and throughout the Project, our Project Consultant Team will maintain our commitment to **GREEN ARCHITECTURE / SUSTAINABLE DESIGN**, with a goal of LEED Certification if determined to be financially and feasibly possible by the Village of Sugar Grove and the Williams Architects' Project Design Team. Williams Architects take seriously our responsibility to help preserve the environment. We are committed to maintaining our fragile environment by designing building systems that use material, energy, and water efficiently, focus on avoiding health issues stemming from indoor environmental quality that drive down the cost of operations. We embrace the principles outlined by the U.S. Green Building Board, which are embodied in the LEED (Leadership in Energy and Environmental Design) Green Building Rating System®. Our on-staff LEED Accredited Professionals have demonstrated an understanding of the principles of green architecture, and our firm recognizes the following benefits achievable through sustainable design:

- Extended durability.
- Safeguarding water supplies.
- Enhanced occupant comfort.
- Energy and water savings.
- Reduced maintenance costs.
- Revenue from recycling.
- Conservation of natural resources.
- Elimination of waste and pollution.
- Preparation for future regulatory legislation.
- Positive public relations.

### **HOURLY RATES**

Additional services, approved by the Owner in writing, shall be provided hourly per the rate table listed below. These rates shall be revised at the beginning of June each year. The following rates shall hold thru 31 May 2024.

#### **RATE TABLE**

Managing Principal.....	\$ 250.00/Hour
Senior Principal .....	\$ 231.00/Hour
Principal .....	\$ 225.00/Hour
Associate Principal.....	\$ 223.00/Hour
Senior Associate/Senior Project Mgr. ....	\$ 223.00/Hour
Associate / Project Manager .....	\$ 203.00/Hour
Architect III .....	\$ 180.00/Hour
Architect II .....	\$ 166.00/Hour
Architect I .....	\$ 149.00/Hour
Senior Project Coordinator II.....	\$ 180.00/Hour
Senior Project Coordinator I.....	\$ 166.00/Hour
Project Coordinator IV.....	\$ 135.00/Hour
Project Coordinator III .....	\$ 124.00/Hour
Project Coordinator II .....	\$ 105.00/Hour
Project Coordinator I.....	\$ 90.00/Hour
Project Technician II.....	\$ 70.00/Hour
Project Technician I.....	\$ 54.00/Hour
Aquatic Engineer II.....	\$ 214.00/Hour
Aquatic Engineer I.....	\$ 163.00/Hour
Director of Marketing.....	\$ 200.00/Hour
Marketing Coordinator .....	\$ 145.00/Hour

Accounting .....	\$ 192.00/Hour
Secretarial .....	\$ 135.00/Hour
Clerical .....	\$ 96.00/Hour
Director of Interior Design .....	\$ 182.00/Hour
Interior Designer V .....	\$ 142.00/Hour
Interior Designer IV .....	\$ 119.00/Hour
Interior Designer III.....	\$ 92.00/Hour
Interior Designer II.....	\$ 79.00/Hour
Interior Designer I.....	\$ 54.00/Hour

## REIMBURSABLE EXPENSES

In addition to our professional fees, we shall invoice the Village for our reimbursable expenses (mileage, printing, delivery services, misc. project supplies) times a 1.15 multiplier.

## CONTINGENT OPTIONAL ADDITIONAL SERVICES

Professional services excluded from, or noted within this Letter of Agreement (LOA) can be provided on an hourly, or mutually agreed upon fixed fee basis by the Owner and Architect per the rate table herein. Upon the Owner's request and approval of the same, with scope and fee as established and as mutually agreed upon between the Owner and Architect, we will document the Owner's desired Optional Additional Services.

## PROGRAM QUALIFICATIONS

This proposal is based on the following assumptions and qualifications:

1. The Village shall provide all existing drawings for our use in developing the documents.
2. Our on-site meeting time is limited; some meetings and/or attendees shall participate via the web. Meetings and field time beyond the defined limits will be charged hourly.

## CONCLUSION

If you agree with the terms of this Letter of Agreement, please sign and date below and return one copy to our office. This authorizes Williams Architects to begin work on the Project immediately, with the understanding that the contract for implementation will be determined once the project delivery method is established. It is understood that the general terms of this proposal are as per the current agreement we currently have with the Village and in keeping with the Architect's Standard of Care.

Thank you again for this wonderful opportunity to serve the Village of Sugar Grove. If you have any questions or comments, please call or email.

Cordially,



Mark S. Bushhouse, AIA, LEED AP  
President / Managing Principal

xc: Sonia L. Sporleder / Williams Architects  
Marc Rohde / Williams Architects



The Village of Sugar Grove hereby accepts the Scope of Services, Fees, and Terms listed above and authorizes Williams Architects to begin their services immediately:

ACCEPTED BY:

\_\_\_\_\_  
Authorized Representative - Village of Sugar Grove

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative - Printed Name and Title

m:\busdev\2023\municipal\police\2023-tbd sugar grove\rfq response\2023 07 10 loa sugar grove - williams.docx