

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: SCOTT KOEPPPEL, VILLAGE ADMINISTRATOR
SUBJECT: DISCUSSION ARCHITECTURAL SERVICES – POLICE
DEPARTMENT IMPROVEMENTS
AGENDA: AUGUST 20, 2024, REGULAR BOARD MEETING
DATE: AUGUST 14, 2024

ISSUE

Should the Village hire Cordogan Clark for a concept plan prior to final design?

DISCUSSION

Previously, the Village Board hired Williams Architects for a needs assessment and concept plan for the remodel of the Police Station. After the final presentation of the needs assessment and concept plans the Village Board did not reach a conclusion from the recommended concept plans. Staff was not comfortable recommending any of the concepts presented. None of the options fit in the budget parameters and needs for the Village.

Cordogan Clark was one of the firms that the Village interviewed before hiring an architectural firm. Staff is recommending the Village Board discuss hiring Cordogan Clark to examine the existing facilities and provide more in-depth concept plans. Cordogan Clark will present the concepts to the Village Board.

COST

The cost to prepare the concepts is \$20,000 plus an estimated \$1,500 in reimbursables.

RECOMMENDATION

The Village Board discuss the attached agreement with Cordogan Clark.

July 23, 2024

Scott Koeppel, Village Administrator
Village of Sugar Grove
160 S. Municipal Drive, Suite 110
Sugar Grove, IL 60554

**Re: Village of Sugar Grove – Police Department Building Design and Construction
Management Concept Planning & Budgeting Engagement Letter**

Dear Scott,

Thank you for the opportunity for Cordogan Clark (CC) to provide professional design and construction management services for the programming, design and construction of the addition(s) and renovations to the existing police station. This assignment shall include the conceptualization of various options to achieve improvements to the existing Municipal Building for modern police operations in an incremental budget to scope cost of \$3M and \$4M +/- total Project Cost solutions. The project will require some phasing to allow Police Operations to remain ongoing, thus those Phasing costs will be built into the budgets. The Board Room will not be utilized during or after the renovations.

PROJECT UNDERSTANDING

The Village of Sugar Grove (VOSG) has requested that our team evaluate the previous data gathered and refine the options as noted above. This building shall be master planned to illustrate options to add a sally port, evidence storage and make other essential police facility building operational improvements to the interior. Building systems that require replacement or modernization will be reviewed and costs identified. An analysis of the cost & benefit of making any suggested improvements to this Building shall be performed to allow the Village to ascertain the practicality of any capital improvements suggested for this Building.

SCOPE OF SERVICES

CC proposes to provide incremental conceptualizations as noted above and will provide plans and conceptual renderings of these options along with detailed construction & Total Project Cost Estimates for the Options noted previously. Various meetings with the Police and Village representatives will be required. The end goal is to provide the VOSG with the design and cost options that will allow them to make an informed decision on the Capital Investment recommendation and zero in on the preferred concept and to produce visualizations of this solution as well as cost estimates that will lead to a project to be fully executed from design through construction. A master schedule will be created as we move forward in the engagement.

COMPENSATION

We propose to provide the professional services described above for fixed fee amounts as outlined below.

Programming, Conceptualization, Estimating & Scheduling

We propose to provide the professional services described above for a fixed amount of \$20,000 plus an estimated \$1,500 in reimbursables. We will also help procure civil engineering, topographic survey and geotechnical services once the site concept is generally accepted by the Village. Upon conclusion of this phase, CC will propose a final design, construction

document, bidding, preconstruction services and construction management services for a percentage of construction based on the design development estimate.

If scope increases beyond what is described within this proposal, CC shall notify and discuss with the VOSG possible additional compensation beyond the fixed fee amount.

SCHEDULE

We understand the critical nature of getting this study and we would propose that the project start at the end of August and be completed by the end of November 2024.

Thank you for this opportunity to serve the VOSG on this project. Should you require any additional information or clarifications, please do not hesitate to contact me. If this proposal meets your satisfaction, please execute and email it to me at bkronewitter@cordoganclark.com

Respectfully submitted,

Cordogan Clark




Brian K. Kronewitter, AIA, DBIA
Executive Vice President

Upon approval of this agreement please forward a copy of the signed proposal letter back to our office.

Cordogan Clark & Associates, Inc.

Village of Sugar Grove

BY: _____

Its representative

DATE: 6/26/24_____

BY: _____

Its representative

DATE: _____