

**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** SCOTT KOEPPPEL, VILLAGE ADMINISTRATOR  
**SUBJECT:** ARCHITECTURAL SERVICES – POLICE DEPARTMENT IMPROVEMENTS  
**AGENDA:** SEPTEMBER 17, 2024, REGULAR BOARD MEETING  
**DATE:** SEPTEMBER 11, 2024

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**ISSUE**

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

**DISCUSSION**

At the August 20<sup>th</sup> Village Board meeting Cordogan Clark presented their plan to study the existing police department building and provide a more in-depth concept plan prior to final design. Chief Rollins reached out to Williams Architects after the discussion with the Village Board on August 20<sup>th</sup>. Williams noted that they didn't have concerns sharing research and CAD information but wanted to check the contract. Staff has followed without hearing back from Williams. Staff will continue to follow up.

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.

**COST**

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

**RECOMMENDATION**

Staff recommends approving a contract with Cordogan Clark.



VILLAGE OF SUGAR GROVE  
KANE COUNTY, ILLINOIS

RESOLUTION NO. 20240917AD

**RESOLUTION AUTHORIZING EXECUTION OF AN ENGAGEMENT LETTER WITH  
CORDOGAN CLARK FOR POLICE DEPARTMENT BUILDING DESIGN AND  
CONSTRUCTION MANAGEMENT CONCEPT PLANNING & BUDGETING**

**WHEREAS**, the Village of Sugar Grove Board of Trustees finds that it is in the best interest of the Village to engage the services of Cordogan Clark for Police Department Building Design and Construction Management Concept Planning & Budgeting Services;

**NOW, THEREFORE, BE IT RESOLVED**, by the President and the Board of Trustees for the Village of Sugar Grove, Kane County, Illinois, as follows:

The Village President and Village Clerk are hereby authorized to execute said agreement on behalf of the Village and to take such further actions as are necessary to fulfill the terms of said agreement.

**PASSED AND APPROVED** by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois on this 17<sup>th</sup> day of September, 2024.

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Jennifer Konen  
President of the Board of Trustees  
of the Village of Sugar Grove, Kane  
County, Illinois

ATTEST:

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Tracey Conti  
Clerk, Village of Sugar Grove

	Aye	Nay	Absent	Abstain
Trustee Matthew Bonnie	_____	_____	_____	_____
Trustee Sean Herron	_____	_____	_____	_____
Trustee Heidi Lendi	_____	_____	_____	_____
Trustee Michael Schomas	_____	_____	_____	_____
Trustee Sean Michels	_____	_____	_____	_____
Trustee James F. White	_____	_____	_____	_____

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](mailto: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: \_\_\_\_\_