
**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: PATRICK J. ROLLINS, CHIEF OF POLICE
SUBJECT: RESOLUTION: APPROVING AN AGREEMENT WITH CORDOGAN CLARK FOR THE POLICE DEPARTMENT EXPANSION AND RENOVATION PROJECT
AGENDA: JANUARY 21, 2025, REGULAR BOARD MEETING
DATE: JANUARY 15, 2025

ISSUE

Should the Village approve an Agreement with Cordogan Clark Architects for the Police Department Expansion and Renovation Project for Architectural and Engineering services.

DISCUSSION

On January 7, 2025, during the Village Board Meeting, an agenda item presentation and discussion took place regarding conceptual plans for the remodel and expansion of the police department. In addition, preliminary estimate budget numbers were provided to the Village Board. The Board heard the needs to modernize the police department and mitigate some of the existing operational efficiencies and flow/layout of the existing building, along with the risks associated, if no changes were to be made.

The Village Board by consensus directed staff to bring back an agreement at their next meeting to move forward with Cordogan Clark for the next phase. Cordogan Clark has provided an agreement, (subject to attorney review) for their services.

COST

Attorney review costs are approximately \$600. In addition, Cordogan Clark is proposing 8% fees for the construction costs, approximately \$392,123 as presented in their budget estimate packet, plus \$2,500 in reimbursables. Cordogan Clark is also proposing that they will procure civil engineering, topographic survey and geotechnical services with the costs being considered pass through reimbursables approximately \$31,500. Construction Management Services are estimated at 3.5% of the construction costs, approximately \$156,670, and General Conditions/ General Requirements estimated at 268,577.

RECOMMENDATION

Staff recommends that the Village Board approve the Agreement with Cordogan Clark, Resolution #2025-0121PD, authorizing the execution of the agreement for professional architectural and engineering services for the police department expansion and renovation project.



RESOLUTION NO. 2025-0121 PD

**AUTHORIZING AN AGREEMENT BETWEEN THE VILLAGE OF SUGAR GROVE
AND CORDOGAN CLARK, -ARCHITECTURAL AND ENGINEERING SERVICES
FOR THE POLICE DEPARTMENT EXPANSION AND RENOVATION PROJECT**

WHEREAS, the corporate Village of Sugar Grove find it reasonable and appropriate to enter into an agreement with Cordogan Clark, for the Police Department Expansion and Renovation Project.

WHEREAS, the Village of Sugar Grove has utilized Cordogan Clark for previous professional projects for the Village,

WHEREAS, the Village of Sugar Grove Police Renovation Committee reviewed the qualifications, references, concept plans, and overall project along with the scope of work agreement with Cordogan Clark.

WHEREAS, the Village of Sugar Grove has budgeted funds for architectural design services and buildout of the facility.

WHEREAS, both parties agree to the terms and conditions set forth in the agreement presented by Cordogan Clark.

NOW, THEREFORE, BE IT RESOLVED by the Village of Sugar Grove President and Board of Trustees as follows:

The Village President is hereby authorized to execute a contract/agreement on behalf of the Village.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, at a regular meeting thereof held on the 21st day of January 2025.

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

	Aye	Nay	Absent
Trustee White	_____	_____	_____
Trustee Michels	_____	_____	_____
Trustee Schomas	_____	_____	_____
Trustee Bonnie	_____	_____	_____
Trustee Herron	_____	_____	_____
Trustee Lendi	_____	_____	_____

ATTEST: _____
Tracey Conti, Village Clerk

January 15, 2025

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 Project Execution Engagement Letter**

Dear Scott,

Thank you for the opportunity for Cordogan Clark (CC) to provide professional design and construction management services for the final programming, design and construction of the addition(s) and renovations to the existing Police Station. This assignment shall include the final Design, Bidding and Construction of the Police Department Renovations and Additions as generally illustrated in the December 2024 Concept Plans, Renderings and detailed Project Estimate dated 12/18/24. The overall Project Budget as presented at the 1/7/25 Board meeting is \$5,450,000 (Including adding the exterior envelope improvements).

PROJECT UNDERSTANDING

The Village of Sugar Grove (VOSG) has requested that our team to advance the Concept Design presented at the 1/7/25 Board Meeting to refine the scope and design and create permit and bidding documents that our Construction Management Team will use to seek public bidding and a final cost of the project, recommend the contractors to the Board and construct the facility improvements. The Police will vacate the building and all Village functions (Board Meetings, etc.) will be moved off site while construction is completed.

SCOPE OF SERVICES

CC proposes to provide architecture, engineering, interiors and construction management services as generally prescribed by the Standard AIA Contract (AIA B144 and B101). Various meetings with the Police and Village representatives will be required to finalize the design and budget.

COMPENSATION

We propose to provide the professional services described above for fee amounts as outlined below as illustrated in the detailed Cost Estimate dated 12/18/24 and as shared at the 1/7/25 Board Meeting.

We propose to provide the professional Architectural & Engineering services described above with a percentage of the cost of construction of 8% (\$392,123 as illustrated on the 12/18/24 estimate) plus an estimated \$2,500 in reimbursables. We will also procure civil engineering, topographic survey and geotechnical services and those services will be considered pass through reimbursables. CC will also provide Construction Management Services as noted on the 12/18/24 estimate for 3.5% of the construction cost (\$156,670) plus General Conditions/General Requirements estimated at \$268,577) on the estimate.

SCHEDULE

We understand the critical nature of getting this project completed and we would propose that the project proceed upon Board Approval on 1/21/25 and a target of Bidding the Project in July 2025, Board Approval of Bids in August 2025 and start of construction in September 2025 and completion of construction in September 2026.

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: _____ 1/15/25

BY: _____

Its representative

DATE: _____