

**LEGISTAR: 220105**  
**DISTRICT: 6**

**VILLAGE OF LOMBARD**  
**REOUEST FOR BOARD OF TRUSTEES ACTION**  
For Inclusion on Board Agenda

  X   Resolution or Ordinance (Blue) \_\_\_\_\_ Waiver of First Requested  
\_\_\_\_ Recommendation of Boards, Commissions & Committees (Green)  
\_\_\_\_ Other Business (Park)

**TO:** VILLAGE PRESIDENT AND BOARD OF TRUSTEES  
**FROM:** Scott Niehaus, Village Manager  
**DATE:** March 7, 2022 (B of T) **DATE:** March 17, 2022  
**TITLE:** Professional Services Contract – Phase One Feasibility Study Analysis and Space Needs Assessment for a Joint Public Safety Facility Expansion Project  
**SUBMITTED BY:** Carl S. Goldsmith, Director of Public Works 

**BACKGROUND/POLICY IMPLICATIONS:**

Through a Qualification Based Selection (QBS) process, staff has selected FGM Architects of Oak Brook, Illinois to conduct an analysis of the existing Police Station and Fire Station 45 to determine the future operational needs of the public safety departments and identify concepts for a shared facility.

**FISCAL IMPACT/FUNDING SOURCE:**

Cost: \$88,400.00- Facilities Fund Capital Projects Facility Projects Repairs & Improvements (430.710.720.75620)  
Project #: FM 22-08

Review (as necessary):  
Village Attorney \_\_\_\_\_ Date \_\_\_\_\_  
Finance Director \_\_\_\_\_ Date \_\_\_\_\_  
Village Manager \_\_\_\_\_ Date \_\_\_\_\_

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.



March 7, 2022

TO: Village President and Board of Trustees

THROUGH: Scott Niehaus, Village Manager

FROM: Carl Goldsmith, Director of Public Works *g*

SUBJECT: Professional Services Contract – Phase One Feasibility Study Analysis and Space Needs Assessment for a Joint Public Safety Facility Expansion Project

**Background**

Included in the 2022 CIP are funds firm to conduct a feasibility study with a space needs analysis that evaluates current and future needs of the Lombard Police Department and Fire Department Administration Headquarters. The purpose of the study is to define the current conditions and anticipated needs of both departments and the assessment of the practicality for options for both departments. These facilities were constructed in the mid 1970's and were designed at a time when both the population of the Village and number of personnel for each department were significantly less than today. As a result, each facility is not able to meet the current demands of the departments.

This analysis will build off of previous studies conducted by the Village to determine what options are available to meet the current needs of the community. The Village completed a Village-Wide Space Needs Analysis in 2008, which identified the need for expanded facilities to address staffing and operational needs. Additionally, the Village conducted a Space Needs Analysis in 2019 to evaluate Station 45. That study revealed the need for modifications to the station to accommodate additional locker rooms, bunk room and common areas for fire personnel. The study also identified improvements to the facility to improve the workspace for administrative personnel. Since the time the Station 45 analysis was concluded, the Village has determined that there is an operational deficiency in the response time to a central portion of the community and wishes to address this service level as part of the facility improvement program.

The hope is that modifications can be made to the existing Police Department that can accommodate the needs of both police and fire within a shared facility. There are many examples of recent municipal facility projects that incorporate multiple departments in a single facility. These facilities look to provide shared space when possible to avoid duplicating functions. Examples are training rooms, conference room and administrative support spaces/functions.

In accordance with Village and State requirements, the Village utilized a Qualification Based Selection process for the architect selection. The Village invited eight (8) architectural firms to submit qualifications and letters of interest on the project. Five (5) firms submitted proposals for the project. The Village utilized a review panel comprised of police, fire and public works personnel to review the qualification statements provided by the interested architects and have selected FGM Architects of Oak Brook as the most qualified firm to conduct the Feasibility Study Analysis and Space Needs Assessment for a Joint Public Safety Facility. FGM has conducted numerous studies that addressed the needs of multiple departments and have demonstrated that there team can assist the Village in navigating the complexity of this proposed project.

Following the selection of FGM as the most qualified firm to perform the project, the Village and FMG meet to define the scope of services and determine the fee for the project. The scope of the work effort, which is consistent with the Village's Request for Qualifications includes the following. A greater description of the scope can be found in the attached proposal.

- **Space Needs Study** - This work will identify the space needs requirements for a joint public safety facility expansion project on the Village's municipal campus. Space needs will also be identified for a stand-alone police station and central fire station in the event the facilities cannot be accommodated on the campus
- **Evaluation of Current Conditions at the Police Department** - FGMA will review the existing operations and identify operational issues including size, quality, and functionality of existing spaces. A graphic report of the existing operational conditions will be prepared and will include site and floor plans identifying areas that do not meet current recommendations and standards for law enforcement facilities.
- **Evaluation of Previous Space Needs Analysis and Renovation Design Work at Fire Station 45** - FGMA will meet with the Fire Department to discuss the space needs at Fire Station 45 using the previously generated space needs analysis completed April 22, 2021, as a guide. If any changes are identified, we will update the space needs program as appropriate.
- **Feasibility Studies** – Once FGMA completes the identification of space needs and opportunities, and obstacles for utilizing the existing site and Police station as part of a solution, FGMA will develop conceptual solutions illustrating how the existing municipal campus site and police station can be reconfigured to accommodate a joint public safety facility.
- **Final Report and Presentation to the Village** - From information gathered and generated, FGMA will prepare a report that contain all the information generated in the analysis. The report will contain an executive summary, detail of our methodology, space needs requirements findings, a synopsis of all options studied, budgets and recommendations. We will develop a draft report for the Village to review and then incorporate any changes requested.

The proposal to complete the analysis is \$88,400.00. This fee does not include the cost of consulting services are not included in our proposal: civil engineering, stormwater management, geotechnical, environmental, and traffic engineering consulting. Separate proposals would be sought for these services, if they are required as part of the project.

### **Recommendation**

The staff recommends that the Village President and Board of Trustees accept a proposal from FGM Architects of Oak Brook, Illinois in the amount of \$88,400.00 for the professional services related to the Feasibility Study Analysis and Space Needs Assessment for a Joint Public Safety Facility Expansion Project.

**RESOLUTION**  
**R22-\_\_\_\_\_**

**A RESOLUTION AUTHORIZING AN AGREEMENT FOR**  
**PROFESSIONAL SERVICES RELATED TO THE FEASIBILITY STUDY**  
**ANALYSIS AND SPACE NEEDS ASSESSMENT FOR A JOINT PUBLIC**  
**SAFETY FACILITY EXPANSION PROJECT**

WHEREAS, the Corporate Authorities of the Village of Lombard have received a proposed Agreement between the Village of Lombard and FGM Architects regarding professional services related to the Feasibility Study Analysis and Space Needs Assessment for a Joint Public Safety Facility Expansion Project project as attached hereto, marked Exhibit "A" and made part hereof (the "Agreement"); and

WHEREAS, the Corporate Authorities deem it to be in the best interests of the Village of Lombard to approve said Agreement;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DU PAGE COUNTY, ILLINOIS as follows:

**SECTION 1:** That the Agreement attached hereto as Exhibit "A" is hereby approved.

**SECTION 2:** That the Village President and the Village Clerk be and hereby are authorized and directed to execute the Agreement attached hereto as Exhibit "A", as well as any and all other documents necessary to carry out the provisions of said Agreement.

Adopted this \_\_\_\_\_ day of March, 2022, pursuant to a roll call vote as follows:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Approved by me this \_\_\_\_\_ day of January, 2022.

\_\_\_\_\_  
Keith Giagnorio  
Village President

ATTEST:

\_\_\_\_\_  
Elizabeth Brezinski  
Village Clerk

# FGMARCHITECTS

March 7, 2022

Mr. Carl Goldsmith  
Director of Public Works  
**Village of Lombard**  
255 E. Wilson Avenue  
Lombard, IL 60148

Subject: Phase One Feasibility Study Analysis and Space Needs Assessment  
for a Joint Public Safety Facility Expansion Fee Proposal

Dear Carl,

FGM Architects (FGMA) is excited to submit this proposal for the Phase One Feasibility Study Analysis and Space Needs Assessment for a Joint Public Safety Facility Expansion. We look forward to working with the Village, Police and Fire Departments to identify your needs and solve the challenges of this project. Our fee proposal includes identification of space needs, existing conditions evaluation, conceptual planning, and budget development services. We believe that our team is uniquely qualified to deliver specialized consulting services required on this project by the Village of Lombard.

- Team members and consultants have extensive experience in the planning and design of municipal, police and fire department projects.
- Our experience is both current and relevant to your project. We have worked on over 200 police station projects and 300 fire service projects. Many of our projects are joint facilities involving police, fire, and village halls.
- FGMA provides an assessment process which is highly collaborative, interactive, and transparent which fosters a consensus based decision-making process ensuring the long-term facility goals of this project will be met.

We have enclosed a copy of our proposal for your review. Should you have any questions regarding the proposal or require additional information please let us know. We look forward to assisting the Village of Lombard on this project.

Sincerely,



Raymond K. Lee, AIA | Principal  
[raylee@fgmarchitects.com](mailto:raylee@fgmarchitects.com)

Enclosure(s): Lombard Public Safety Assessment Proposal dated March 7, 2022

# FGMARCHITECTS

Proposal for

Architectural Services

For

**PHASE ONE FEASIBILITY STUDY ANALYSIS AND SPACE NEEDS  
ASSESSMENT FOR A JOINT PUBLIC SAFETY FACILITY EXPANSION**  
Lombard, Illinois

Submitted to:

**VILLAGE OF LOMBARD, ILLINOIS**  
**PUBLIC WORKS DEPARTMENT**  
1051 South Hammerschmidt Avenue  
Lombard, Illinois 60148

By:

**FGM ARCHITECTS INC.**  
1211 West 22nd Street, Suite 700  
Oak Brook, IL 60523

March 7, 2022

## 1.0 SCOPE OF PROJECT

The Village of Lombard would like a feasibility analysis to determine if the existing municipal campus site can accommodate an addition to meet the future needs of both the Police and Fire Departments.

The Police Department has many space and operational deficiencies as stated in the RFQ and as presented in previously completed studies. The Village would also like to relocate Fire Department administrative personnel to the municipal campus site. In addition, the Village would like to improve response time to the community by locating an ambulance and fire apparatus at the municipal campus.

The architect's scope of services will include performing a space needs assessment for both the Police and Fire Departments to ascertain the site requirements and spaces required to meet the Village's goals. The work will also include a review of the existing conditions of the existing Police station and associated site areas. Upon completion of the space needs assessment and existing condition review, a feasibility study consisting of conceptual site and building planning diagrams are to be performed to determine if the existing municipal campus site can accommodate the necessary addition or additions, or if one department will need to be relocated to another site. Cost estimates are to be generated for each study concept developed.

The analysis is expected to begin in March 2022 and be completed by fall 2022.

## 2.0 SCOPE OF ARCHITECT'S SERVICES

FGM Architects Inc., hereinafter referred to as FGMA or Architect, shall provide the following architectural services for the project:

### 2.1 Space Needs Study

This work will identify the space needs requirements for a joint public safety facility expansion project on the Village's municipal campus. Space needs will also be identified for a stand-alone police station and central fire station in the event the facilities cannot be accommodated on the campus.

#### 2.1.1 Pre-Meeting Preparation

- .1 To be most efficient in gathering required information, FGMA will review organizational charts, standard operating procedures, and other pertinent documentation as applicable.
- .2 FGMA will also work with the Village to determine who should be included in the interview process to gather information about the operational requirements of the Police and Fire Departments and schedule interviews.

#### 2.1.2 Project Kick Off Meeting

- .1 We will facilitate a project kick off meeting with representatives of the Village, Police and Fire Departments to confirm project goals and expectations.

- .2 At this meeting, we will confirm project timelines and identify critical project review milestones.
- .3 FGMA will tour the existing police station to gain insight into the current working conditions.
- .4 Deliverables
  - a. Meeting Notes
  - b. Project Team Directory
  - c. Project Schedule

**2.1.3 Police Department Space Needs Information Gathering Meetings**

- .1 FGMA will issue survey questionnaires to interviewees to help them be prepared for the space needs interviews.
- .2 Following the Project Kick Off Meeting, conduct interviews with staff. We anticipate that there will be 14 interview groups which will be conducted over two days. Potential interview groups include:
  - Chief of Police / Deputy Chief of Patrol
  - Deputy Chief of Administration / Administrative Sergeant / Records Supervisor / Accreditation / Property and Evidence / IT / Facility Maintenance
  - Patrol Lieutenants and Sergeants
  - Patrol and Community Service Officers
  - Honor Guard
  - Quartermaster
  - Bicycle Patrol
  - Workout / Fitness
  - Traffic Unit
  - Investigations Lieutenant and Sergeant
  - Investigations / Digital Forensics / Evidence Technicians
  - Front Desk Clerks
  - Training
  - Range Master / Armorer / M.E.R.I.T. / SWAT

**2.1.4 Fire Department Space Needs Information Gathering Meetings**

- .1 Space needs will be identified for both Fire Department administration and a new central fire station.
- .2 FGMA will issue a fire station survey questionnaires to interviewees to help them be prepared for the space needs interviews.
- .3 In the project scoping discussions with the Village, we understand that the Fire Department will have a small working group available to discuss the space

needs requirements of fire administration and a central fire station. For these discussions, we have allocated approximately ½ day of time.

2.1.5 **Space Needs Program Development:** A space needs program is a spreadsheet identifying all spaces required to function effectively and includes associated site requirements such staff and visitor parking. After completing the information gathering meetings, FGMA will develop the following building programs. The programs will be reviewed with the Village and refined as required.

- .1 Police Station (stand-alone)
- .2 Central Fire Station (stand-alone)
- .3 Joint Public Safety Facility (Police, Fire Administration, and Central Fire Station). This option will review potential shared use spaces and functions.
- .4 Deliverables
  - a. Police Station Space Needs Program
  - b. Central Fire Station Space Needs Program
  - c. Joint Public Safety Facility Space Needs Program

2.2 Evaluation of Current Conditions at the Police Department

2.2.1 **Operational Evaluation of Current Conditions:** FGMA will review the existing operations and identify operational issues including size, quality, and functionality of existing spaces. A graphic report of the existing operational conditions will be prepared and will include site and floor plans identifying areas that do not meet current recommendations and standards for law enforcement facilities.

- .1 Deliverables
  - a. Operational Evaluation Report of Findings

2.2.2 **Physical Evaluation of Current Conditions:** Our team of architects, structural, mechanical, electrical engineers, and security consultants will review the general condition of the existing municipal campus site, police station building components and systems, and the village hall utilizing previously generated deficiency reports as a starting point. This will be a visual review and no destructive testing will be performed as part of our evaluation. We request the staff share any insights and information for work that has taken place since the last report was prepared. Upon completion of this analysis, FGMA will have a very good understanding of the existing site and building deficiencies, opportunities, and obstacles for utilizing the existing police station in potential solutions.

- .1 Deliverables

a. Physical Evaluation Report of Findings

2.3 Evaluation of Previous Space Needs Analysis and Renovation Design Work at Fire Station 45

2.3.1 FGMA will meet with the Fire Department to discuss the space needs at Fire Station 45 using the previously generated space needs analysis completed April 22, 2021, as a guide. If any changes are identified, we will update the space needs program as appropriate.

2.3.2 FGMA will interview fire administrative personnel to discuss opportunities to re-purpose administrative space to be vacated if fire administration relocates to the municipal campus.

2.3.3 Our team will evaluate the previous design options presented in the April 22, 2021, study and incorporate and changes as appropriate.

2.3.4 Deliverables

- .1 Report of Findings
- .2 Conceptual Floor Plan Updates
- .3 Updated Budgets for Renovation Work

2.4 Feasibility Studies

2.4.1 Upon completion of identification of space needs and opportunities, and obstacles for utilizing the existing site and Police station as part of a solution, FGMA will develop conceptual solutions illustrating how the existing municipal campus site and police station can be reconfigured to accommodate a joint public safety facility.

2.4.2 Feasibility studies will be performed in the form of site plan sketches. This work is performed interactively with significant input from the Village. We anticipate a series of several meetings between FGMA and the Village to thoroughly evaluate all the potential options. Conceptual building plans will be developed as departmental “block” diagrams which graphically illustrate the amount of space required for a particular department.

- .1 A feasibility study will be conducted to explore adding an addition to connect the police station and village hall to create a joint public safety facility. This study will also identify how fire operations and an emergency operations center can be added to the municipal campus.
- .2 If incorporating a joint public safety facility on the municipal campus is not feasible, FGMA will identify site requirements based on Village zoning requirements and provide test fits on up to two sites identified by the Village.
- .3 If the Village would like FGMA to review additional sites for the central fire station, this work will be performed as an additional service. See paragraph 3.2 for costs.

2.4.3 **Conceptual Budgeting:** Budgets will be developed for each feasible option developed. Construction costs and soft costs (furniture, fixtures, and equipment (FF&E), fees, and contingencies will be included for a total project budget.

#### 2.4.4 Deliverables

- .1 Conceptual site and building plans showing options of how a joint public safety facility can fit on the municipal center site connecting the village hall and police station.
- .2 Conceptual site and building plans (up to two) showing a stand-alone police station on a new site.
- .3 Conceptual project budgets for each feasible option developed.

### 2.5 Final Report and Presentation to the Village

2.5.1 From information gathered and generated, we will prepare a report that contain all the information generated in the analysis. The report will contain an executive summary, detail of our methodology, space needs requirements findings, a synopsis of all options studied, budgets and recommendations. We will develop a draft report for the Village to review and then incorporate any changes requested.

2.5.2 FGMA will make a presentation to the Village Board to discuss the findings of the analysis.

#### 2.5.3 Final Deliverables

- .1 Feasibility Analysis Study Report in electronic format.
- .2 PowerPoint presentation to Village Board.

### 2.6 Consultants

2.6.1 FGMA will perform the existing facility evaluation services with the assistance from the following consultants. All other feasibility analysis services will be provided by FGMA.

- .1 McCluskey Engineering – Structural Engineering
- .2 Consolidated Consulting Engineers – MEPFP Engineering
- .3 Correct Electronics – Electronic Security Consulting

2.6.2 The following consulting services are not included in our proposal: civil engineering, stormwater management, geotechnical, environmental, and traffic engineering consulting.

### 3.0 ARCHITECT'S COMPENSATION

The Owner shall compensate FGM Architects for professional Architectural services rendered in connection with the Project under this Proposal as follows:

# FGMARCHITECTS

- 3.1 For all professional services in connection with Architectural Design and Construction Document Services as described in Paragraphs 2.0 – 2.6 above, we propose the following lump sum fees:
- |       |   |                    |
|-------|---|--------------------|
| 3.1.1 | Space Needs Study (Police and Fire Departments)   | \$16,400.00        |
| 3.1.2 | Evaluation of Current Conditions at the Police Department<br>(Includes both operational and physical evaluations) | \$27,100.00        |
| 3.1.3 | Evaluation of Previous Space Needs Analysis and Renovation<br>Design Work at Fire Station 45                      | \$9,400.00         |
| 3.1.4 | Feasibility Studies (Public Safety Facility at Municipal Campus<br>and Police station on new sites)               | \$28,300.00        |
| 3.1.5 | Final Report and Presentation to the Village  | <u>\$7,200.00</u>  |
|       | <b>TOTAL</b>  | <b>\$88,400.00</b> |
- 3.2 Additional Services
- 3.2.1 Review Additional Sites for Central Fire Station. FGMA will develop a conceptual site and building plan for a stand-alone fire station. A conceptual project budget for the project will also be prepared.
- |    |               |            |
|----|---------------|------------|
| .1 | Cost per Site | \$4,400.00 |
|----|---------------|------------|
- 3.3 Reimbursable Expenses: In addition to the compensation above, FGMA shall be reimbursed for additional expenses in connection with the Project, invoiced to the Owner at One Hundred Ten Percent (1.10) times Architect's actual direct cost of same, for the below items. We recommend establishing a Reimbursable Allowance of \$250, which FGMA shall not exceed without prior written approval of the Owner. Reimbursable Allowance includes costs for items 3.2.1 below.
- 3.3.1 Expense of postage and/or delivery.
- 3.3.2 Printing of Final Reports (if required)
- 3.3.3 Expenses of any specialty consultants with Owner's prior approval.
- Phone, fax, and printing of review sets shall not be charged as a Reimbursable Expense.
- 3.4 If specialty consultants are required, FGMA shall be reimbursed for consultant expenses in connection with the project, invoiced to the Owner at one hundred ten percent (1.10) times Architect's actual direct cost of same.
- 3.5 Payments shall be made by the Owner to FGMA upon receipt of FGMA's invoice in accordance with the Local Government Prompt Payment Act.
- 3.6 Non-payment of invoices shall constitute grounds for discontinuing service.
- 3.7 The terms of this Proposal are based upon services commencing within 30 days and all services being completed within five months thereafter.

**4.0 Form of Agreement**

Contract Form: For this project, your signature on the bottom of this proposal will serve as our contractual agreement. If this proposal is acceptable to you, please sign the bottom of this letter, which will authorize FGMA to proceed with the work.

We appreciate this opportunity to be of service to the Village of Lombard for this Project.

Sincerely,

**FGM ARCHITECTS INC.**



**Raymond K. Lee, AIA | Principal in Charge**  
[rayl@fgmarchitects.com](mailto:rayl@fgmarchitects.com)



**Andrew J. Jasek, AIA, | Executive Vice President**  
[andyj@fgmarchitects.com](mailto:andyj@fgmarchitects.com)

**Proposal Accepted By:**

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Village of Lombard Representative

Title

Date

**HOURLY RATE SCHEDULE**

Effective February 1, 2021\*

Where the fee arrangements are to be on an hourly basis, the rates shall be those that prevail at the time services are rendered. Current rates are as follows:

**FGM Architects**

Principal	\$250.00
Arch IV	\$220.00
Arch III	\$175.00
Arch II	\$145.00
Arch I	\$105.00
Interior Designer IV	\$215.00
Interior Designer III	\$170.00
Interior Designer II	\$145.00
Interior Designer I	\$100.00
Project Administrator	\$100.00

**McCluskey Engineering Corporation (Structural Engineering)**

Principal Engineer	\$175.00
Senior Engineer	\$150.00
Engineer	\$125.00
Drafting Supervisor	\$117.00
Draftsman	\$99.00
Clerical	\$67.00

**Consolidated Consulting Engineers (MEPFP Engineering)**

Principal/Associate Engineer	\$170.00
Design Engineer	\$145.00
Drafting	\$110.00
Clerical	\$90.00

**Correct Electronics (Security Consulting)**

Security Consultant	\$140.00
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\*Hourly rates are subject to adjustment on November 1 each year.