



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Award Contract to FGM Architects for Professional Architectural Services related to the Police Facility Study
Presenter:	Peter Suhr

Please check appropriate box:

Government Operations	<input checked="" type="checkbox"/>	Government Services – 01.26.15
Planning & Development	<input type="checkbox"/>	City Council
Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$72,260	Budgeted:	<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> X	<input type="checkbox"/> NO	
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Executive Summary:

As part of an ongoing commitment to maintain City owned facilities, the Public Works Department recently concluded an existing conditions analysis of the Police Facility to help determine maintenance needs for the building. The analysis identified several building deficiencies which would need to be corrected over the next five years and would exceed costs of \$1,000,000. In addition, Police staff has identified several operational deficiencies due to the layout of the current building. This is a result of the combination of seven different structures that have been connected together over history to form what is now known as the Police Facility.

Recognizing the fairly immediate need for several capital maintenance projects, anticipated expensive project costs and current operational deficiencies, City staff is recommending an Architectural Needs Assessment Analysis and Master Plan Study to help us determine the most appropriate path moving forward. City Staff is prepared to consider any combination of the following in an effort to improve the existing conditions of the Police Facility to meet current standards and codes while recognizing how those improvements can contribute to more efficient police operations:

- Existing facility remodeling project.
- Partial demolition and re-construction of a portion of the existing facility.
- Complete demolition of the existing facility and re-construction of a new facility either in the same location or adjacent the existing facility.
- New facility on a new site.

City Staff prepared a request for qualification and received responses from seven qualified firms to provide professional architectural services as described above. City Staff assembled a team to review each proposal and interviewed the top four firms. FGM Architects assembled a superior team and was selected by our review committee. FGM, based out of Oak Brook, has extensive project management experience, a vast resume of similar projects and has the longest and broadest track record of successfully completed Illinois Police Stations.

Attachments: *(please list)*

FGM Architects Proposal

Recommendation / Suggested Action *(briefly explain):*

Recommendation to award the Contract for Professional Architectural Services for the Police Facility Study to FGM Architects.

<i>For office use only:</i>	<i>Agenda Item Number: 4.a</i>
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FGM ARCHITECTS

January 15, 2015

Mr. Peter Suhr
Director of Public Works
City of St. Charles
2 East Main Street
St. Charles, Illinois 60174

Re: City of St. Charles Police Facility Study Fee Proposal

Dear Mr. Suhr:

FGM Architects proposes to perform professional Architectural Services for the City of St. Charles Police Facility Study for a lump sum fee of \$63,910.00 for the services identified in our Statement of Qualifications dated December 23, 2014 plus reimbursable expenses as identified below.

We have attached a fee schedule identifying the scope of work we are recommending which was utilized to establish our fees. If the City desires a different scope of services than those outlined as attached and below, we do encourage you to let us know and we will be happy to adjust our proposed fee accordingly.

We recommend the City consider adding the below two optional services to this project. While not critical to the initial Police Facility Study, we believe these services may add substantial value to the process.

1. City Council "Goals" Input Workshop. We suggest a big picture with the City Council to garner input about their expectations and goals for the feasibility study and specifically the future of police operations in St. Charles. The fee for this workshop meeting is \$1,200.00
2. We suggest a topographic survey be completed to accurately map the floodplain area. The 100-year floodplain is based on the actual flood elevation per the Fox River flood study. The fee to complete a topographic survey based on a FEMA benchmark of the Village Hall and Police facility is \$7,150.00

Our fees include costs for printing and reproduction of study materials. Reimbursable Expenses include postage and delivery, long distance travel (over 100 miles) as authorized in advance by the City of St. Charles, fees and expenses of special consultants as authorized in writing by the City such as Environmental Engineers or Hazardous Material Consultants and any fees paid by FGM to authorities having jurisdiction over the project. Reimbursable Expenses exclude local travel, phone and fax. Reimbursable Expenses will be billed at One Hundred Ten Percent (1.10) times Architect's actual direct cost of same.

FGM includes civil, structural, mechanical, electrical, plumbing and fire protection engineering consultation as part of our fee. Survey, geotechnical, material testing and hazardous waste engineering are not included in our proposal (except as noted as an optional service above).

For any Additional Services authorized by the City of St. Charles beyond the scope of this Proposal, FGM shall be compensated on the basis of the hourly rates described in the attached

FGM ARCHITECTS

Hourly Rate Schedule for the professional and technical employees engaged on the Project plus Reimbursable Expenses.

Payments shall be made monthly by the City of St. Charles to FGM upon receipt of FGM's invoice and in accordance with the Local Government Prompt Payment Act.

The terms of this Proposal are based upon services commencing within 90 calendar days of "Proposal Opening" and all services being completed within eight (8) months thereafter.

If you have any questions regarding our qualifications or proposal, please do not hesitate to contact us.

Sincerely,



John C. Dzarnowski, AIA
Principal-in-Charge, Director, Municipal and Recreation
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Email: johnd@fgmarchitects.com



Raymond Lee, AIA, LEED AP
Principal, Planner/Programmer
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FGM ARCHITECTS

City of St. Charles Police Facility Study

ESTIMATED FGM ARCHITECTS FEE

Fee based on an average hourly rate of:

\$165

TASK	STAFF	HOURS	COST
FGM Architects			
Project Kick-Off Meeting			
Kick-Off Meeting	3	10	\$1,650
Document Meeting	1	2	\$330
Meet with Historical Preservation Committee			
Meeting to understand significance of project	2	8	\$1,320
Needs Assessment			
Interview Police and City Staff	2	28	\$4,620
Develop Space Needs Program	2	26	\$4,290
Team Meetings	3	12	\$1,980
Existing Conditions Report			
Review Existing Conditions/Analysis	2	30	\$4,950
Initial Remodeling and New Building Budgets	2	4	\$660
Report of Findings	2	16	\$2,640
Team Meetings	2	12	\$1,980
Concept Planning/Master Plan Development			
Develop Initial Plans	2	36	\$5,940
Develop Selected Options	2	32	\$5,280
Meet with Historical Preservation Committee	2	8	\$1,320
Budget Development	2	8	\$1,320
Team Meetings	3	12	\$1,980
Final Report/City Council Presentation			
Report Preparation	3	40	\$6,600
Team Meetings	2	8	\$1,320
Prepare City Council Presentation	2	6	\$990
City Council Presentation	3	12	\$1,980
Contingency	1	16	\$2,640
Consultants			
Structural Engineering Review			\$1,650
MEP Engineering Review			\$4,400
Civil Engineering Review			\$4,070
TOTAL		326	\$63,910
Optional Services			
Optional City Council Goal Setting Meeting			\$1,200
Optional a topographic survey to map the floodplain area			\$7,150

FGM ARCHITECTS

HOURLY RATE SCHEDULE **Effective November 1, 2014 ***

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

Arch IV	\$185.00
Arch III	\$145.00
Arch II	\$110.00
Arch I	\$85.00
Landscape Architect	\$145.00
Project Administrator III	\$105.00
Project Administrator II	\$80.00
Project Administrator I	\$70.00

Consolidated Consulting Engineers

Principal Engineer	\$160.00
Associate Engineer	\$140.00
Design Engineer	\$110.00
Drafts Person	\$90.00
Clerical	\$70.00

McCluskey Engineering Corporation

Director Engineer	\$175.00
Principal Engineer	\$140.00
Senior Engineer	\$115.00
Engineer	\$100.00
Drafting Supervisor	\$95.00
Drafts Person	\$80.00
Clerical	\$50.00

Webster, McGrath & Ahlberg, Ltd.

Senior Engineer	\$155.00
Landscape Architect	\$155.00
Project Engineer	\$120.00
Senior Land Surveyor	\$165.00
Land Surveyor	\$152.00

* Hourly rates are subject to adjustment on November 1 each year.