

VILLAGE OF DOWNERS GROVE
Report for the Village Council Meeting
2/11/2020

SUBJECT:	SUBMITTED BY:
FGM Architects extension and amendment to existing agreement	Michael Baker Deputy Village Manager

SYNOPSIS

A resolution has been prepared authorizing an extension and amendment to an existing agreement between the Village of Downers Grove and FGM Architects in an amount not to exceed \$20,000.

STRATEGIC PLAN ALIGNMENT

The goals for 2019-2021 include *Top Quality Infrastructure* and *Exceptional Municipal Services*. Create a Facilities Replacement & Sustainability Plan is a Priority Action Item.

FISCAL IMPACT

The FY20 Budget includes funding in the Major Buildings Fund for these services.

RECOMMENDATION

Approval on the February 11, 2020 consent agenda.

BACKGROUND

On November 5, 2019, the Village Council accepted the 2019-2021 Long-Range Plan (LRP). It included Create a Village Facilities Replacement & Sustainability Plan (FRSP) as a Priority Action Item. Work began on this project shortly after acceptance of the LRP, with the initial Village Council discussion regarding the process, schedule and deliverables occurring at the December 17, 2019 meeting.

The February 11 Village Council meeting will include a presentation of the scope, site plans, budget and financing plan for multiple development options related to the FRSP. In order to assist with the preparation of these materials, the Village engaged the services of a qualified architectural design firm. Following a competitive selection process, the Village chose FGM Architects. This action would amend the original contract with FGM to allow the firm to continue providing site planning, design and engineering services through the completion of the FRSP in April.

ATTACHMENTS

Resolution
Agreement

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING EXECUTION OF AN
AMENDMENT AND EXTENSION TO THE AGREEMENT
BETWEEN THE VILLAGE OF DOWNERS GROVE
AND FGM ARCHITECTS, INC.**

BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the form and substance of a certain Extension and Amendment (the "Agreement"), between the Village of Downers Grove (the Village") and FGM Architects, Inc. (the "Architect"), for site plan options and related services for the Village Civic Center property, as set forth in the form of the Agreement submitted to this meeting with the recommendation of the Village Manager, is hereby approved.

2. That the Village Manager and Village Clerk are hereby respectively authorized and directed for and on behalf of the Village to execute, attest, seal and deliver the Agreement, substantially in the form approved in the foregoing paragraph of this Resolution, together with such changes as the Manager shall deem necessary.

3. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Agreement.

4. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

5. That this Resolution shall be in full force and effect from and after its passage as provided by law.

Mayor

Passed:

Attest: _____

Village Clerk

**AMENDMENT AND EXTENSION TO THE AGREEMENT
BETWEEN THE VILLAGE OF DOWNERS GROVE
AND FGM ARCHITECTS, INC.**

The Village of Downers Grove, Illinois (“Village”) and FGM Architects, Inc. (“Architect”) entered into an Agreement (“Agreement”) for site plan options and related services on December 9, 2019. Pursuant to the terms stated therein, the parties have agreed to extend the Agreement under the following terms:

1. The fees and scope of services contained in Appendix A of the December 9, 2019 agreement shall be revised and replaced with Appendix A attached hereto and incorporated herein as Exhibit 1.
2. The term shall be extended upon completion of the activities listed in the revised scope of services.

All other terms from the 2019 Agreement shall remain in full force and effect.

VILLAGE OF DOWNERS GROVE

FGM ARCHITECTS, INC.



Attest:

Title: Executive Vice President

Village Clerk

Date: February 5, 2020

Date: _____

FGM ARCHITECTS

Appendix A:

Proposal for Architectural Services - Extension

for

Conceptual Site Planning Study

Downers Grove, Illinois

Submitted to:

VILLAGE OF DOWNERS GROVE

801 Burlington Ave

Downers Grove, IL 60515

By:

FGM ARCHITECTS INC.

1211 West 22nd Street, Suite 700

Oak Brook, IL 60523

February 7, 2020

FGM ARCHITECTS

1.0 SCOPE OF PROJECT

FGM understands that the Village of Downers Grove wishes to perform a study to identify conceptual site planning options focused on the replacement of the Police Station and Village Hall on the existing Village Civic Center property. The scope of this study has been further refined to include 5 initial site plan options.

1. Exploration of options focused on replacement of Village Hall and Police Station (VHPD) on existing Village Civic Center property
2. The 5 Option variations that will be explored will now include:
 - a. New VHPD combined facility with commuter parking – no temp relocation needed.
 - b. New VHPD combined facility with Public Sector program (school admin HQ) – no temp relocation needed.
 - c. New VHPD combined facility with private development – office building (VHPD built first with no temp relocation needed)
 - d. New VHPD combined facility with private development – townhomes (VHPD built first with no temp relocation needed)
 - e. New VHPD combined facility with private development – apartments (VHPD built first with no temp relocation needed)
3. Site plan should address the following:
 - a. Pedestrian circulation
 - b. Vehicular circulation
 - c. Fleet operations
 - d. Existing grade changes
 - e. Intersection of Washington St. & the railroad tracks
 - f. Cell tower
 - g. The likely future off-site relocation of the fleet garage and the future demolition of the storage garages
 - h. Existing facilities to remain operational during construction: Police Station (required); Village Hall (preferred)
4. Preliminary cost estimating services
5. Preliminary scheduling milestone dates for each option.

2.0 SCOPE OF ARCHITECT'S SERVICES

FGM Architects Inc., hereinafter referred to as FGM or Architect, shall provide the following Professional Architectural Services for the Project:

2.1 Design Services

FGM will perform additional services as requested by the Village that may include the following:

- 2.1.1 Participation in additional coordination meetings and at Village Council meetings
- 2.1.2 Update site plans, cost estimates and schedule information
- 2.1.3 Update Village and potential partner space & vehicle programs
- 2.1.4 Develop space planning / stacking diagrams for all program spaces in proposed

FGM ARCHITECTS

site location.

2.1.5 Prepare additional diagrams and renderings

2.2 Consultants

FGM will perform most of the work in-house, but will also utilize Eriksson Engineering Associates, Ltd to help develop the conceptual civil engineering narratives / site work budgets for each option.

3.0 ARCHITECT'S COMPENSATION

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

- 3.1 For all professional services in connection with the Design Services as described in Paragraphs 2.1 above we propose a **Not to Exceed Fee of \$20,000.00 including Reimbursable Expenses** as defined within this Proposal. Local travel (travel less than 100 miles), phone, fax, and printing of review documents shall not be charged as a Reimbursable Expense.
- 3.2 For any Additional Services authorized by the Village beyond the scope of this Proposal, FGM recommends being compensated on the basis of the hourly rates described in the attached Hourly Rate Schedule for the professional and technical employees engaged on the Project plus Reimbursable Expenses.
- 3.3 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, will be included under section 3.1's not to exceed fee. Reimbursable Allowance includes costs for items 3.3.1 and 3.3.2 below.
 - 3.3.1 Expense of postage and/or delivery.
 - 3.3.2 Expense of printing
- 3.4 Payments shall be made monthly by the Owner to FGM upon receipt of FGM's invoice.
- 3.5 Payments shall be made by the Owner to FGM upon receipt of FGM'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 contract and scope of work are based upon services currently underway and will extend through completion of the Facility Replacement & Sustainability Plan.

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 FGM to proceed with the work.

FGM ARCHITECTS

If you have any questions regarding this proposal, please do not hesitate to contact us. We appreciate the opportunity to be of service to the Village of Downers Grove for this project.

Sincerely,

FGM ARCHITECTS INC.

Brian T. Meade, AIA, LEED AP
Design Principal
Phone: 630.574.7078
Email: brianm@fgmarchitects.com



Andrew J. Jasek, AIA
Executive Vice President
Phone: 630.574.8709
Email: andyj@fgmarchitects.com

Proposal Accepted By:

Village of Downers Grove Representative

Title

Date

FGM ARCHITECTS

HOURLY RATE SCHEDULE

Effective November 1, 2018*

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 (Board of Directors)	\$250.00
Arch IV	\$195.00
Arch III	\$150.00
Arch II	\$120.00
Arch I	\$90.00
Intern	\$65.00
Interior Designer IV	\$185.00
Interior Designer III	\$145.00
Interior Designer II	\$120.00
Interior Designer I	\$85.00
Landscape Architect	\$160.00
Project Administrator III	\$110.00
Project Administrator II	\$85.00
Project Administrator I	\$75.00

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