



MANAGER'S MEMO ITEM

ITEM: Motion Authorizing the Village Manager to Negotiate a Contract for a Space Needs Assessment with PSA Dewberry

WORKSHOP DATE: January 10, 2006

PREPARED BY: David Fieldman, Deputy Village Manager

BID AMOUNT: N.A.

ACCOUNT: _____

BUDGET AMOUNT: N.A.

PURPOSE: To allow Staff to negotiate the terms of a contract for a space needs assessment.

BACKGROUND:

The Village Facility Planning Committee, an ad hoc committee consisting of Mayor Krajewski, Commissioner Sandack and staff members, completed a preliminary assessment of the existing Village facilities including Village Hall, the Police Department and the Social & Health Services building. The Committee concluded that the Village should complete a space needs assessment that could be used to direct future facility planning efforts.

In September 2005, the Village issued a Request for Qualifications for a space needs assessment. We received 17 responses. Staff reviewed all responses and conducted interviews with four (4) selected respondents. During these interviews, PSA Dewberry, an architectural firm located in Naperville, Illinois distinguished themselves as the most qualified respondent. Therefore, Staff is requesting that the Council authorize the Village Manager to negotiate and execute a contract for a space needs assessment with PSA Dewberry.

ANALYSIS:

Staff is recommending PSA Dewberry for the following reasons:

- Experience: They have extensive experience in space needs assessment and facility design and construction for municipalities.
- Understanding: They exhibited a clear understanding of the project goals and tasks. They also exhibited an understanding of how other downtown planning issues may affect the Village's long term decisions related to facility planning.
- Expertise: Their team includes qualified architects, engineers and urban planners with knowledge of the local area.
- Availability: Their current work load would allow them to work on this project during the first few months of 2006. This schedule is in line with the Village's budget process.
- Responsiveness: Given their proximate location, they would be able to respond quickly to any issues that may arise.
- Public Input: Their process allows for ample public input including public meetings or open houses.

Contract Terms

The scope and terms of the contract would be negotiated by Village staff. Generally, the contract would require PSA Dewberry to:

- Participate in a public input session
- Analyze the existing facilities
- Determine that amount of space needed for current and future Village operations
- Determine the adjacencies required for effective Village operations
- Analyze current and future parking demands
- Analyze options for the use of current facilities or the construction of new facilities
- Prepare preliminary cost estimates for each option

STAFF RECOMMENDATION:

Staff recommends that the Council authorize the Village Manager to negotiate a contract for space needs assessment with PSA Dewberry.

REQUESTED COURSE OF ACTION:

Place this item on the January 17, 2006 Village Council Active Agenda for approval. The final contract would be reviewed and approved by the Village Council at a future meeting.


Downers Grove

Space Needs Analysis

PSA Dewberry


Agenda






Team

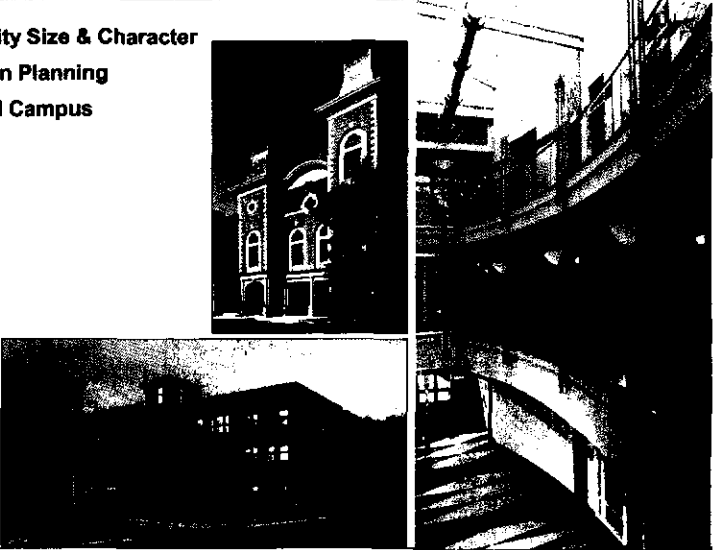
- Team of Experts
- Asking Right Questions
- 60 projects.....





Team

- Community Size & Character
- Downtown Planning
- Municipal Campus



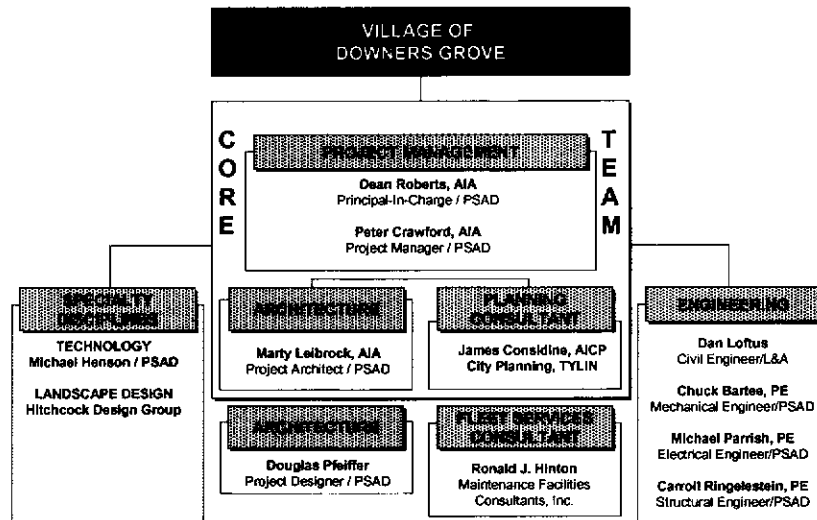


Team

- Importance of Public Safety
- Operation-focused Planning
- Security
 - 911 Center
 - Prisoner Detention
 - Homeland Security

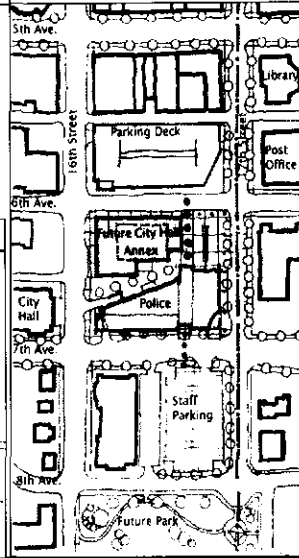
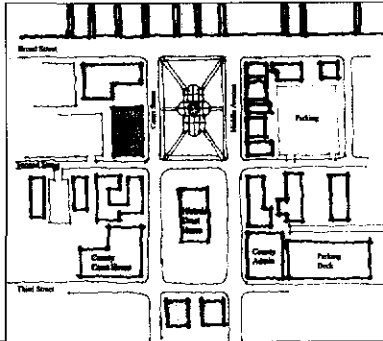


Team



Understanding

- Building each community
- A vibrant downtown
- Seat of local government
- Compatibility and fit
- Sense of presence
- Sense of place



Understanding

- City Planning Issues
- Transit Oriented Development
- What's Best for the Community
- Economics
- Transportation
- Environment
- Zoning and Land Use



Approach

▪ Teambuilding

– Primary

- Village Board
- Village Administration
- Village Hall Departments
- Police Department

– Secondary

- DG Chamber
- Downtown Management Corp.
- Economic Development Comm.

– Other Stakeholders

- Community Organizations
- DG Residents



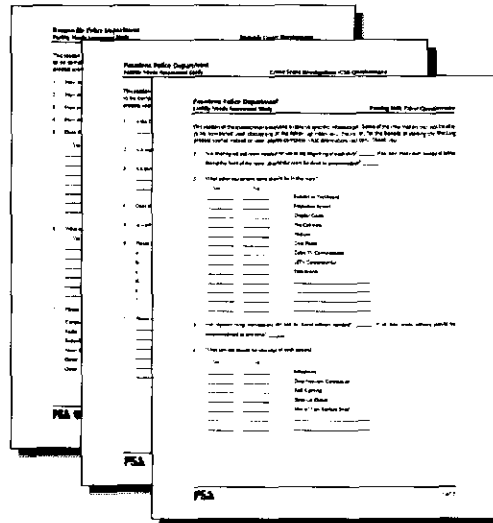
Approach

▪ Information Gathering

- Planning Basis
- Space Needs
- Parking Needs
- Adjacencies

▪ Tools

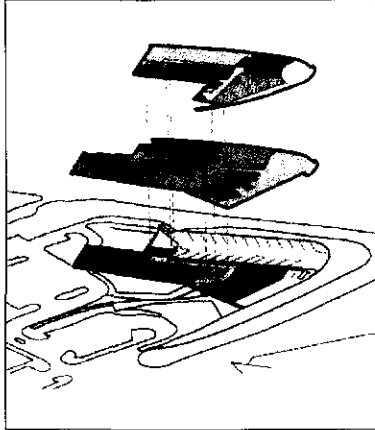
- Questionnaires
- Interviews
- Worksessions



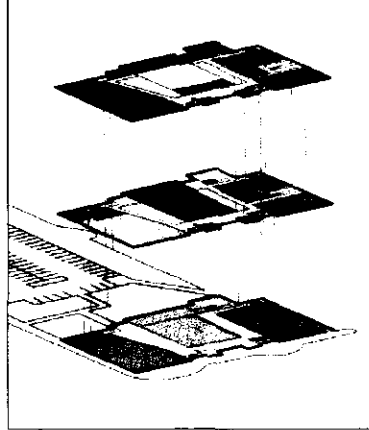
Space & Planning Options



Nites Police



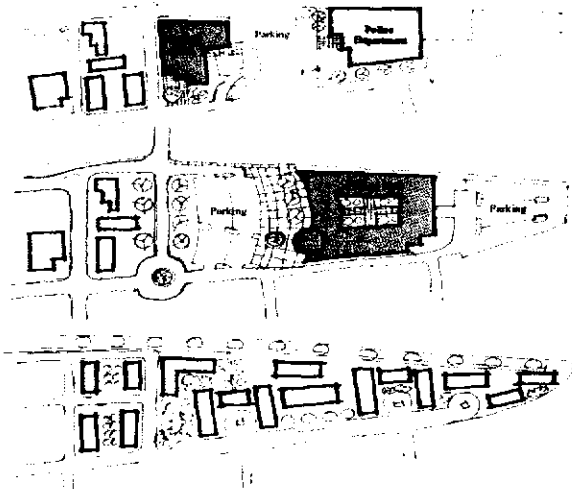
Elyria City Hall



Approach



- Site Evaluation Criteria
- Site Evaluation
- Site Planning Options
- City Planning Options

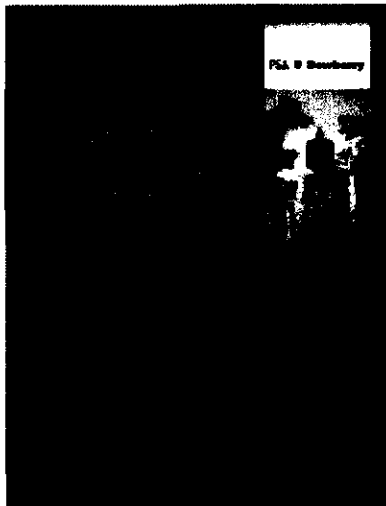




Vision

▪ Deliverables

- *Size, Cost, Location*
- *Adjacencies*
- *Planning Alternatives*
- *Stakeholder Approval*
- *Final Report*



Vision

- Destination
- Sense of Place
- Economic Catalyst
- Symbol of Community Pride/Vitality
- Engaging
- State-of-the-Art
- Homeland Security

The Vision for the Village Hall/ Police Project is that of a creating a new civic presence which is a catalyst to the renewal and development of the downtown as a vibrant economic and lifestyle center of the community.



Summary

