

VILLAGE OF DOWNERS GROVE
Report for the Village
10/5/2021

SUBJECT:	SUBMITTED BY:
FGM Architects Agreement Addendum	Mike Baker Deputy Village Manager

SYNOPSIS

A resolution has been prepared authorizing execution of an addendum to the agreement between the Village of Downers Grove and FGM Architects for an additional \$17,000 for a total amount not to exceed \$52,000.

STRATEGIC PLAN ALIGNMENT

The goals for 2021-2023 include *Exceptional Municipal Services* and *Top Quality Infrastructure*. *Facility Replacement & Sustainability Plan* is a Priority Action Item.

FISCAL IMPACT

The Major Buildings Fund includes funding for this contract.

RECOMMENDATION

Approval on the October 5, 2021 consent agenda.

BACKGROUND

On June 15, the Village Council discussed the Facility Replacement & Sustainability Plan (FRSP) as part of the Village's Long-Range Planning (LRP) process. The FRSP would replace the existing Village Hall and Police Station with a combined facility located on the Civic Center site. At the June 15 meeting, the Village Council expressed a preference for resuming work on the FRSP, which had been suspended since March 2020 due to COVID-19.

A contract with FGM Architects was approved on July 6, 2021 to perform the following activities:

- Review and update the space needs and programming information
- Update project cost estimates and scheduling information

This work has been completed. At the September 14 meeting, the Village Council directed staff to begin negotiating the full design contract with FGM Architects and the construction contract with Leopardo Construction. That process is underway. This contract addendum would allow conceptual design work to continue over the next 30-60 days, while the full design contract is being prepared.

ATTACHMENTS

Resolution
Addendum

RESOLUTION NO. ____

**A RESOLUTION AUTHORIZING EXECUTION OF
AN ADDENDUM TO THE AGREEMENT BETWEEN
THE VILLAGE OF DOWNERS GROVE
AND FGM ARCHITECTS**

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 Addendum (the "Agreement"), between the Village of Downers Grove (the "Village") and FGM Architects (the "Architect"), for services related to the Facilities Replacement and Sustainability Plan, 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

**ADDENDUM TO THE AGREEMENT BETWEEN
THE VILLAGE OF DOWNERS GROVE
AND FGM ARCHITECTS**

The Village of Downers Grove, Illinois (the "Village") and FGM Architects (the "Architect") entered into an Agreement for services related to the Facilities Replacement and Sustainability Plan on or about July 6, 2021. Pursuant to the terms stated therein, the parties desire to expand the scope of services and amend the Agreement pursuant to the following terms:

1. That Exhibit B shall be amended to include Exhibit A, attached hereto and incorporated herein by reference.
2. That the contract price shall be increased an additional \$17,000 for a total amount not to exceed \$52,000. Estimated service breakdowns are as follows:

FGMA NTE total fee of \$12,000
LCI NTE total fee of \$5,000 (\$125 hourly rate)

3. That all other terms from the July 6, 2021 Agreement remain in full force and effect.

VILLAGE OF DOWNERS GROVE

FGM ARCHITECTS

David Fieldman, Village Manager

Attest:

Rosa Berardi, Village Clerk

Date: _____

Attest:

Brian Meade

Brian Meade, AIA Design Principal

Date: Sept 30, 2021

EXHIBIT A

1.0A SCOPE OF PROJECT

- 1A. Before the A/E contract is fully executed for the implementation of the new 77,000sf +/- Civic Center project for phases schematic design (SD) through construction administration (CA), the Village would like to extend the current contract with FGM Architects to allow for some enhanced concept design services during the month of October and early November.
- 2A. The intent is that these additional services will allow the project team to further refine the conceptual planning and adjacency goals and layout of the building with more direct user feedback during this period.
- 3A. Progress made during this enhanced concept design period will be incorporated directly into the next contract and SD phase. Any services described below that do not happen or get completed during this extension period would then occur during the next phase.

2.0A SCOPE OF ARCHITECT'S SERVICES

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

2.1A Design Services

2.1.1A Overall Vision + Departmental Adjacency Planning Diagram Review & Updates (21 hrs +/-)

- .1A FGMA will meet with each department during this period to review the September 2021 concept diagrams to collect layout feedback & comments
- .2A FGMA would like to also have (1) meeting focused on the latest vision for how this building and campus can serve the community in broader ways.
- .3A FGMA will then create 1 set of revised conceptual layouts based on feedback above during this period.

2.1.2A Preliminary Code Review (4 hrs +/-)

- .1A During this period FGMA will conduct a preliminary code review specifically for restroom counts and egress requirements to make sure that latest concept diagrams are flexible enough and capable of meeting minimum code requirements.

2.1.3A Potential tours with key stakeholders to help build consensus (40 hrs +/-)

- .1A FGMA will help facilitate and participate in tour(s) during this period to regional examples that represent best-in-class, best practices in the following categories that may include: high-performance municipal facility design examples; combined municipal facility examples (with police, village hall, range, etc); sustainable feature facility examples (that may include green roofs, geothermal, PV's, heavy timber structures, etc). For this contract, we have assumed (1) full day of tours and (1) half day of tours to be attended by 2 FGMA and 2 LCI staff.

2.1.4A Project Sustainability / High Performance Goals & Priorities – further refinement (8 hrs +/-)

- .1A FGMA can help facilitate a sustainable design / high performance goals meeting during this period to further discuss sustainable, resilient, and high performance energy design goals and how they may be ranked and prioritized for this specific project. We envision both FGMA and LCI staff participating in the process and specific meeting.

2.2.A Consultants

FGMA will perform all above tasks and Leopardo Construction (LCI) staff may also participate on the facility tours and in the sustainable design meeting mentioned above.

FGM ARCHITECTS**Exhibit B**

Proposal for Architectural Services - Extension

for

Updated Programming, Planning, & Cost Estimate 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

June 30, 2021

FGM ARCHITECTS

1.0 SCOPE OF PROJECT

1. FGM Architects understands that the Village of Downers Grove is in the process of updating the Facility Replacement and Sustainability Plan (FRSP) that was initially developed in early 2020 and suspended in March 2020. Since more than 14 months have passed, the Village would like to review the previous program, planning adjacencies, and conceptual cost estimates based on Option 2A to determine what might have changed since last year. We anticipate the scope of this study is to include the following items: Review and revise the space needs program for all departments / groups that will be in the new facility including:
 - a. Police areas (command, records, investigations, evidence & property, patrol, detention, training, range)
 - b. Village Hall areas (VMO, Legal, HR, Village Clerk, CD, Finance, Communications, IT, Bldg Services)
 - c. Shared areas for (staff, public, council chambers, meeting rooms)
 - d. School District 58
2. Create departmental adjacency planning block diagrams based on the approved Option 2A site plan approximate building footprint.
3. Revise Site Plan Option 2A based on any changes to the building footprint or to the vehicular and pedestrian movement through the site.
4. The site portion Zone A (0.68 acres) will be further defined by the Village to include both a minimal and maximum site development scope for budget purposes.
5. Preliminary phasing / logistics site diagrams will be included to help determine a more accurate phased timeframe and costs for construction knowing that both the existing police station & village hall need to remain operational during construction.
6. Review potential project sustainability features with the Village to determine a hierarchy / preference that may be included as add alternates in the budget.
7. Conceptual cost estimating services based on the revised program, site plan, and adjacency diagrams.
8. Preliminary scheduling milestone dates.
9. Final study presentation by FGMA to key stakeholder or Council meeting

2.0 SCOPE OF ARCHITECT'S SERVICES

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

2.1 Design Services

2.1.1 Space Needs Program Review

- .1 As defined in section 1.0 above, FGMA will meet with individual groups / users as needed to confirm all program needs for this new combined facility.
- .2 We envision a combination of in-person and zoom meetings to accomplish this task.

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2.1.2 Departmental Adjacency Planning Diagrams

.1 Based on Site Plan Option 2A's building footprint, we will develop stacking adjacency diagrams to identify which spaces go on which floors.

2.1.3 Site Development Plan Updates

.1 Starting with the approved Site Plan Option 2A, we will make any needed revisions to the site plan based on the results of this study.

2.1.4 Zone A site development

.1 The Village will provide FGMA with both a minimal and maximum site development scope for zone A that will be used to estimate the site development cost range for this portion of the site.

2.1.5 Phasing / Logistics Site Diagrams

.1 Our team will provide up to 4 preliminary phasing / logistic diagrams to aid in the schedule & budget development that may include: phase 1 (site prep + temp drive access for public); phase 2 (construct new facility while existing remain in operation); phase 3 (move all staff into new / then demo old); phase 4 (finish all remaining site work.)

2.1.6 Project Sustainability Features Review

.1 Our team will conduct (1) sustainable design meeting to discuss sustainable, resilient, and energy design goals and potential features for the project that will be organized into 2 categories: base bid features and add alternate features that will be incorporated into the cost estimates.

2.1.7 Conceptual Cost Estimating Services

.1 Our team will provide preliminary construction and project budget based on the revised scope and project schedule. The project budget will include the cost of construction as well as soft costs for fees, contingencies, furniture, etc.

2.1.8 Preliminary Project Schedule Development & Milestone

.1 This schedule will take into account the phased approach to the overall site development.

2.1.9 Final Study Presentation

.1 If needed our team can make a final presentation to key stake holders highlighting the results of this study.

2.2 Consultants

FGM will perform most of the work in-house, but will also utilize Leopardo Construction to help provide the conceptual cost estimating services as well as advise on potential phasing and logistic strategies.

3.0 ARCHITECT'S COMPENSATION

The Village of Downers Grove shall compensate FGMA for professional Architectural

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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 \$35,000 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, FGMA 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 Expense of postage and/or delivery and Expense of printing
- 3.4 Payments shall be made monthly by the Owner to FGMA upon receipt of FGMA's invoice.
- 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 14 days and all services being completed within 3 months thereafter unless otherwise discussed.

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 study.

Sincerely,
FGM ARCHITECTS INC.



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 Design Principal
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Andrew J. Jasek, AIA
 Executive Vice President
 Phone: 630.574.8709
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Proposal Accepted By:

Village of Downers Grove Representative

Title

Date

FGM ARCHITECTS

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 (Board of Directors)	\$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
Landscape Architect	\$180.00
Project Administrator III	\$100.00

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