

MEMORANDUM

TO: Randy Recklaus, Village Manager
FROM: Charles Witherington-Perkins
Director of Planning and Community Development
DATE: February 9, 2021
SUBJECT: Senior Center Request for Proposals Award of Consultant

Request

Consideration and approval of consultant selection for the Senior Center space utilization, modernization and programming plan.

Business Plan 2020-2021

The Village's business plan includes a strategic priority as follows:

Update the Senior Center - Conduct facility assessment based upon possible facility changes to meet future generation, senior age cohort needs. Produce cosmetic technology and other changes, which will increase comfort use and encourage an energizing environment for patrons, volunteers, and staff.

Due to COVID -19, and the fact that the Senior Center was closed for part of 2020, or with limited capacity, the timeline for issuing the RFP and selection of a consultant was pushed back from the original schedule.

Background

The Arlington Heights Senior Center was founded in 1982 and operated out of the former Park School until the mid to late 1990's, when the Village acquired a portion of a shopping center on Central Road and renovated a former 42,000 square foot vacant grocery store space. On January 31, 1998 the current Senior Center was dedicated at its new location 801 W. Central Road.

The senior population within Arlington Heights is large and its expected to continue to increase. Future seniors may desire different amenities for the Senior Center to be meaningful to them. The Health and Human Services Department and Senior Citizens Commission are currently evaluating the needs of the Village's current and future population via the AARP Age Friendly Process, and through the pursuit of the re-accreditation of the facility. Both processes are yielding valuable feedback for potential enhancements. The purpose of this feasibility study is to develop a programmatic and physical building/site strategy for the Arlington Heights Senior Center based upon analyzing the needs and desires of current customers, best practices and future trends using new and already collected feedback. It is important to maintain the Senior Center as an active, attractive, and relevant community asset. Certain physical improvements need to be made to maintain the Senior Center that have been delayed pending completion of this study.

Process

In late September, a Request for Proposal was issued to firms specializing in Senior facilities. The Village received excellent response with 12 firms submitting proposals to the RFP. Cost proposals from the firms ranged from approximately \$39,000 to \$140,000. Each proposal was reviewed by members of the selection team and ranked based on their experience. The cost proposals were then opened and firms were re-ranked. In late December three firms were selected for interviews. In addition to experience and qualifications of the team's proposals, the number of hours that were being devoted to the Arlington Heights project and response to the scope of work were evaluated by the selection team.

The selection team recommends the selection of BKV Group, in partnership with Lifespan Design Studio, who specialize in senior center programming needs across the country and Jill Jackson Ledford who provides leadership and specialty in senior center designs and community partnerships. Lifespan Design Studio have completed over 75 Senior Center Planning & Design Projects and Jill Jackson Ledford has conducted over 21 Senior Center Planning Needs Assessments. The BKV Group, Lifespan Design Studio and Jill Jackson Ledford cost proposal is \$58,000.

Budget

The Fiscal year 2020 budget for the Senior Center Needs Assessment included \$60,000 allocated in the Health Department account. These funds were not utilized last year as a result to deferring the project due to COVID-19. The cost proposal from BKV Group falls within the \$60,000 budget line item from last year, however, a budget amendment would be necessary for the 2021 budget.

Recommendation

It is recommended that the Village Board authorize the Village Manager to enter in an agreement with BKV Group, Lifespan Design Studio and Jill Jackson Ledford, for the Senior Center utilization, modernization, and programming study in the amount of \$58,000. It is further recommended that the 2021 budget be amended and funds be transferred from the contingency fund to account #401-7101-571.50-20.

C: James McCalister, Health & Human Services Manager
Cris Papierniak, Public Works Assistant Director
Tracey Colagrossi, Senior Center Manager
Nora Boyer, Housing Planner

CWP:lmn

Senior Center RFP Extract of Scope of Work

3. Overall Objectives of Project

The senior population of the Village of Arlington Heights is large and is expected to continue to increase. Future seniors may desire different amenities for the Senior Center to be meaningful to them. The purpose of this feasibility study is to develop a programmatic and building/site strategy for the Arlington Heights Senior Center's based on analyzing the needs and desires of current customers, best practices, and future trends of senior centers in order to maintain the Senior Center as an active, attractive, and relevant community asset. The evaluation is intended to determine Senior Center modifications needed in order for this community asset to continue to be relevant to future generations and their changing requirements.

4. Senior Center Study Scope of Work

The selected Consultant will be responsible for addressing the following issues as part of the study:

1. Evaluate current Senior Center programming and provide analysis and recommendations on programming changes to meet the interests and needs for future visitors and future age cohorts.
 - a. Consultant will review Arlington Heights Senior Center self-assessment and program data (to be provided by the Village) and conduct surveys, focus groups, interviews etc. Consultations will include discussions with Village staff, community partners (ex. Arlington Heights Park District and Arlington Heights Memorial Library), tenant agencies (ex. Catholic Charities, Escorted Transportation Service, Northwest, etc.), and current/prospective patrons of the Senior Center. These consultations are to be designed to identify current and future participants' needs, interests, and preferences and work with current program staff, community partners, and agency tenants to develop a vision/action plan for future programming. The Consultant will conduct group meetings, interviews, etc. in manners that comply with social distancing guidelines that may be in effect during the project period (ex. video conferences). Include research and recommendations on future participants' needs, interest and preferences based on national data and generational trends with this information to also be considered for inclusion in the vision/action plan for future programming.
2. Identify a comprehensive list of needs, upgrades and repairs for the Arlington Heights Senior Center focusing on future senior needs and relevance, customer service, attraction of new visitors, accessibility improvements, and optimal use of programming site and space.
 - a. Identify changes needed to maintain relevance of the Senior Center to reflect the needs and desires of the next generation of seniors.
 - b. Tour and review the building and site, identifying issues limiting or negatively impacting customer service, attraction of new visitors, accessibility, and optimal use of programming space.
 - c. Develop a list of issues to be addressed in preliminary design for renovations, including the effective accommodation of new programs and services identified in step one above.
3. Provide information on whether or to what extent proposed programming and facility changes would impact parking.
 - a. Project future parking needs based upon projected scheduling and attendance rates and the capacities of rooms and spaces included in the preliminary design for renovations (item 4 below).
4. Provide options for interior modifications and updating.
 - a. Develop the architectural and interior design program for renovations based upon needs and goals identified above.
 - b. Field measure and develop base floor plans of existing conditions using computer aided drawing (CAD) software.
 - c. Develop two or more preliminary design floor plans, review with the client team, revise/refine the preferred option.
 - d. Provide two or more interior design styles to update the aesthetics of the interior.

5. Provide options for exterior modifications and updating.
 - a. Develop preliminary elevations based upon the approved floor plan
 - b. Provide renderings
6. Prepare a preliminary cost estimate for construction of the recommended plan and a total preliminary project budget estimate including all other related costs for the project based on construction costs in the area.
7. Prepare an implementation timeline for completion of the project.
8. Prepare and deliver final report and presentation to the Village Board.