

Architectural Services Summary

The Village Board authorized the preparation of a Request for Proposal (RFP) to select an architectural firm which specializes in Police Station and Law Enforcement architectural design. The objective is to hire an architectural firm to prepare construction drawings for a new Police Station to be located on the current Station site and Municipal Campus.

Background

The existing Police building was constructed in 1978 (opened in 1979) and is located at 200 E. Sigwalt Avenue. Since then, the Police Department has grown to 139 full time employees. In 1996, the Village retained the services of an architectural firm to perform a Space Needs Study of municipal facilities for the Village. This study was subsequently updated on several occasions.

From the initial Space Study in 1996, there have been significant changes over the past 20 years in police operations and security needs. In 2006, the need to expand the existing garage for the Police building was noted. However, it was determined not to proceed with a piecemeal approach to addressing the Police Department needs. Due to increased space deficiencies, Police Forensics was moved to the fourth floor of Village Hall several years ago.

The existing 38,000 square foot Police facility is deteriorating and it no longer adequately serves the operational needs of a 24/7, 365 days a year Department. The building is in need of significant mechanical, electrical, and plumbing (MEP) repairs and replacement, just to maintain it as a serviceable building, in addition to its lack of overall space.

In 2010, a Space Needs Assessment of the Police Department and an evaluation of the Police facility was completed by consultants retained by the Village. The results of this study showed that the current Police facility is outdated and inadequate in size. The study recommended that a new Police facility be built. For the past few years, a decision on how to approach the deteriorating Police facility has been postponed, first pending the outcome of the Police facility Needs Assessment Study, and then due to the recent recession.

By delaying the decision to move forward on constructing a new Police facility over the last few years, the Village is now in a good position to utilize a window of opportunity to finance most, if not all, of the costs of a new Police Station within our existing debt service level. During the past few years, the Village Board agreed to not spend an estimated \$8.78 million needed to just maintain the existing, outdated and inadequate Police facility. Instead, the Village decided to manage its existing resources, by utilizing this window of opportunity to conduct a conceptual review and feasibility study to begin to move forward with redevelopment of a new Police Station.

In 2014, the Village retained architectural services to prepare a feasibility study and update and revalidate to 2010 space needs. In September 2015 the Board accepted the feasibility study which determined that the building could be reduced in size from the 75,000 sq. ft. outlined in 2010 to approximately 70,000 sq. ft. Schematic concept plans were developed providing a "best fit" Police Station (option C) on the existing Municipal Campus.

Summary of why the Village is looking at a new Police Station

The following is a summary of existing Police Station deficits and why a new Police Station is needed.

- Current 38,000 square foot facility was opened in 1979 and is a 24/7 facility operating 365 days a year.
- Some of the shortcomings of the police station include the following:
 - Because of its 24/7 usage and 36 years since it was built – the station’s real age is 108 years.
 - Roof and windows are beyond their useful lives
 - Facility is not handicap accessible
 - Facility is not compliant with current codes
 - Private areas are not secured from public areas
 - HVAC system and controls are beyond their useful life
 - Sally Port (controlled entryway into Police Station) safety is not adequate
 - Holding cells do not meet current Illinois Dept. of Corrections standards
 - Security and surveillance are deficient
- Significant lack of space for a Police Department of its size
 - Capacity of facility is at maximum
 - Police Departments of similar or smaller size have substantially larger facilities e.g. Palatine 70,000 sq. ft.; Hoffman Estates 79,000 sq. ft.

More details are contained within the 2015 study.

Request for Proposal (RFP)

On October 30, 2015, a Request for Proposals was issued to selected architectural firms that specialize in law enforcement and architectural design. A mandatory pre-proposal meeting was held on November 12, 2015. On December 2, 2015 five architectural firms submitted responses to the Request for Proposals. The architectural firms were required to respond to their ability and approach to the project and specifically address the detailed scope of work. The firms were also required to provide background information on similar projects, their firm history, approach to the project and caliber of the principals of their firm who would be engaged in the Arlington Heights Police Station project.

Selection Process/Selection Criteria

The Police Station committee that has been working on this project consists of the following representatives:

- Thomas Glasgow - Trustee
- Jim Tinaglia - Trustee
- Charles Witherington-Perkins: Director of Planning & Community Development (Chair)
- Gerald Mourning: Chief of Police
- Nick Pecora: Police Captain
- Thomas Kuehne: Director of Finance
- Cris Papierniak: Assistant Director of Public Works
- Steve Hautzinger: Design Planner

The Committee reviewed the responses from each of the five architectural firms individually and then met on several occasions as a committee to review these in more detail. The firms were ranked based upon their responsiveness to the Request for Proposals, their knowledge of Police facilities, approach to the project and history working on similar on police stations. After initial ranking, the fee proposals for each firm were opened and adjustments to the ranking were made.

On January 27, and 28, 2016 the Committee interviewed four firms. The Committee considered the factors listed below when deciding which teams were to be selected for interviews and awarded the project.

- Approach to project in general
- Approach to tasks outlined in the Scope of Work
- Adherence to the Intent of the Request for Proposal
- Responsiveness and comprehensiveness of submission to RFP
- Design of proposed work program
- Cost of Architect's services
- Firm qualifications and reputation in general
- Qualifications of Staff
- Prior experience on similar types of projects
- Related experience of the project manager and team members
- Project scheduling
- Information gained from references
- Prior experience dealing with multiple public agencies
- Objectivity of Proposal

The following are the firms architect fees summary:

- o Alexander & Associates Ltd. \$1,684,084
- o Dewberry Architects, Inc. \$1,805,905
- o **Legat Architects** **\$1,664,350**
- o FGM Architects \$1,640,572
- o Williams Architects \$1,728,000

Fees do not include building commissioning, survey, alta survey, additional geotechnical consulting, environmental testing, LEED certification, building energy modeling.

For comparison the 2015 feasibility study estimated architectural fees to range from \$1.7 million to \$1.9 million.

After the interviews were concluded, detailed reference checks were conducted on Legat Architects, the recommended firm.

Modified Scope of Work

The feasibility study accepted by the Village Board in September 2015 included several components of the Police Station facility including utilizing existing Village owned infrastructure as cost saving measures. One of these elements was the proposed creation of an off-site impound lot, which would be constructed to accommodate 20 vehicles at the existing Public Works storage site located on east Davis Street. Since distribution of Request for Proposals, the Department Heads and Police Chief have re-evaluated this particular aspect of the feasibility study and determined that the existing impound lot at this location is sufficient subject to the installation of additional security cameras. The feasibility study identified a cost estimate for the impound lot ranging from \$126,000 to \$152,000. With exception of procuring and installing additional security cameras, these funds can be reallocated elsewhere to the project and may ultimately result in cost savings to the project. As a result of eliminating this component from the architectural scope of work, Legat Architects were requested to provide a reduction in their fee proposal. The reduction in their fee proposal is in the amount of \$11,720.

Recommended Architectural Firm

The Police Station Committee unanimously recommends Legat Architects in the amount of \$1,652,630. Legat Architects has over 50 years serving public sector clients. Legat Architects have completed projects throughout the Chicago Metro area and have teamed with McClaren Wilson Lawrie an architectural firm specializing in Police Station and Public Safety facilities throughout the country. Legat

Architects have completed public facilities for such communities as City of Berwyn, a new public safety building; Village of Huntley, new Police Station and Village Hall; City of Marengo, city facilities assessments space needs analysis for Police Department and City Hall; City of Waukegan, new city hall; Village of Round Lake, new Village Hall and Police renovations; College of DuPage, Homeland Security Education Center and Midwest Regional Training Center; Village of Arlington Heights Public Works Center.

McClaren Wilson Lawrie, Inc. specializing in Police Station architecture and design have a portfolio consisting of more than 250 police station facilities and 125 Forensic Science Laboratory throughout the country, including police station facilities in Aurora, Montgomery, Cicero, Burlington, Parker Colorado, to mention just a few. Other consultants that are part of the Legat Architect team include 20/10 Engineering Group for structural, HVAC plumbing, fire protection and electrical system; Mackey Consultants, Civil Engineering; Lawson Engineering, structural engineering; Urban Design, landscape architects and TEM Environmental Inc., environmental consulting.

The Police Station Committee was impressed with submittals from all of the architectural firms and those interviewed. The Committee unanimously recommends the Legat Architect team as the best team to move the Arlington Heights Police Station project forward.

Fees/Budget

The current FY 2016 budget includes \$1,000,000 for a portion of the Police Station architect fees and \$2,000,000 total over 4 years.

Legat Architects proposal is \$1,652,630. As this was a Request for Proposal for professional services, each architectural firm approached the project from a different view point, allocating different resources to different components of the scope of work. The committee evaluated each fee proposal and the firm's response and approach to the project prior to making their recommendation.

On January 19, 2016 the Village Board approved a \$35 million bond for the Police Station project. The September 2015 feasibility study estimated construction only cost of the Police Station at \$27,984,735.

Recommendation

It is recommended that the Village Board approve entering into a contract with Legat Architects and authorize the Village Manager to execute a contract with Legat Architects, in the amount of \$1,652,630, to be funded from account #431-9013-571-20-05 BL16-01.