

FACILITIES AND OPERATIONS MASTER PLAN

Village of Orland Park

SUMMARY

The Village is requesting proposals for the creation of a **Facilities and Operations Master Plan** that includes a Village Facility Condition Assessment, Space and Programming Needs Assessment, Public Works Facility Master Plan and Storage Renovation Plan for the Recreation Administration Building.

The Village desires the development of a sound, actionable, and fiscally responsible plan that supports the entire organization by providing safe and inviting work environments that meet the varying operational needs of all Village departments. The Consultant shall demonstrate substantial experience in undertaking and completing the type of work required.

Exhibit A below provides a list of all Facilities and maps with pertinent information about each location. Square footages listed on each map are approximated.

SCOPE OF WORK

Phase 1: Facilities Condition Assessment

1. Prior to the start of on-site assessments, the Consultant shall work with the Village in developing assessment standards to ensure consistency and completeness of data gathered at different facilities. The facilities to be assessed are listed in Exhibit A below.
2. The Consultant shall provide an assessment schedule with planned survey dates for specific facilities.
3. The assessment shall be performed by individuals trained and licensed and/or certified in construction, engineering or architecture for the specific building systems they are assessing.
4. The assessment shall be conducted in accordance with well-established industry standards.
5. The Consultant shall obtain from the Village, where available, existing drawings and plans and review those drawings and plans for each facility prior to its on-site assessment. It should be noted that in some cases complete records for a particular building may not be available.
6. The Consultant shall perform a non-destructive visual inspection of each facility to identify systems-level deficiencies and life-cycle conditions.
7. The Consultant shall review, document, and photograph physical condition deficiencies.
8. **Deliverable** shall be a facilities conditional assessment document which shall include the following for each facility:
 - a. A narrative summary of the facility and building system shall be documented in addition to the standard quantitative information.
 - b. Categorization of immediate, short-term, and long-term capital repair and replacement requirements with project timelines to include:

- i. Assessment of current structural conditions of Village-owned/operated building.
- ii. Assessment of each building's compliance with applicable building codes.
- iii. Estimated life expectancy of the building.
- iv. Identification of major repairs which require immediate undertaking (present - 5 years out).
- v. Estimate of likely cost of necessary immediate repairs.
- vi. Identification of major repairs which will likely be necessary in the foreseeable future (5, 10, 20, and 30 years out).
- vii. Estimate of likely costs of the long term repairs to include factoring inflation. These costs figures will be feed into a long range plan for the Village.

Phase 2: Space and Programming Needs Assessment

1. The Consultant shall conduct interviews with designated Village representatives to elicit individual perspectives of problems needing solutions and observations of past, current, and expected future operational and facility needs and deficiencies. The facilities to be assessed are listed in Exhibit A.

2. For each building, the Consultant shall provide building programming to:

- a. Identify the nature of work performed in or function of each workspace.
- b. Identify on a departmental and divisional basis what working relationships exist and the level of intensity of those working relationships.
- c. Identify the physical proximity needs of the aforesaid departmental and divisional working relationships.
- d. Assess whether the proximity of work performed in one space and interrelated with work performed in another space promotes or inhibits the effectiveness and efficiency of the overall work performed in the two or more spaces
- e. Identify the number of employees using each space.
- f. Identify ancillary and accessory programming requirements, such as, but not limited to, data and communications, conference/meeting rooms, printer/copier areas, and file & storage space. Also include functional spaces, such as restrooms, mechanical spaces, vestibules, stairwells, elevators, hallways, and similar space allocations.
- g. Identify security issues and concerns and ways they can be addressed.
- h. Assess whether the particular space is currently adequate given the nature of the work performed therein or the function thereof.
- i. Assess the locations of public safety facilities in relation to emergency service response times.

- j. Assess whether the particular space will be adequate into the foreseeable future (5, 10, 20, and 30 years out) given the nature of the work performed therein or function thereof and the possible expansion.
- k. Assess each facility's exterior features that support the facility on its site, including public and entry access, on-site storage, and vehicle accommodations.
- l. Assess parking capacity for public and staff needs including parking for bicycles.
- m. Assess public accessibility to public meeting spaces and departmental services.

3. **Deliverable** shall be a report including, but not limited to:

- a. Assessment of departmental and division space needs and requirements.
- b. Assessment as to whether current spaces are functioning in order to undertake the work of the Village efficiently and effectively.
- c. Identification of any efficiency and cost-effective layout alterations that may provide space for additional employees to possibly defer additional construction activity.
- d. Forecasts for departmental growth and space needs.
- e. Critical adjacencies between and within Departments.
- f. Desired support areas and amenities.
- g. Security and safety needs.

Phase 3: Public Works Facility Master Plan

- 1. The Consultant shall facilitate a process to gain consensus among the Public Works Department on a preferred master plan strategy. As a firing range operated by the Police Department is located on the Public Works Facility, input from Police Department will also need to be gathered.
- 2. Using information developed in Phase 1 and Phase 2, the Consultant shall provide a master plan which takes into consideration the Village's anticipated future needs for space and the organizational use of such space, including development or use of space not currently used by the Village.
- 3. The Consultant shall develop a short-term (1-4 years) and long-term (5-15 years) sequence of events establishing the necessary stages of design, construction, redevelopment, and/or remodeling activity, as the case may suggest, for the preferred strategy taking into consideration the need to maintain services and operations throughout implementation.
- 4. The Consultant shall develop a Schematic Building Plan Set for any new building. This could include but not limited to a facility for the Natural Resources and Facilities Division.
- 5. **Deliverables** shall include, but are not limited to:

- a. Master Plan Strategies;
- b. Master Plan Site Plan and Relevant Details;
- c. A Schematic Building Plan Set with building elevations, floor, site and landscape plans;
- d. Preliminary project budgets;
- e. Preliminary project schedules; and
- f. A review of all applicable regulatory permitting requirements;
- g. Other Relevant/Diagrammatic information.

Phase 4: Recreation Administration Storage Plan

1. The Consultant shall facilitate a process to gain consensus among the Recreation Department on a preferred storage plan strategy.
2. Using information developed in Phase 1 and Phase 2, provide a storage plan which takes into consideration the Village's anticipated future needs for space and the organizational use of such space.
3. Develop a short-term (1-4 years) sequence of events establishing the necessary stages of design, construction, redevelopment, and/or remodeling activity, as the case may suggest, for the preferred strategy taking into consideration the need to maintain services and operations throughout implementation.
4. **Deliverables** shall include, but are not limited to:
 - a. Storage Plan Strategies;
 - b. Storage Plan Floor Plan and Relevant Details;
 - c. Preliminary project budgets;
 - d. Preliminary project schedules; and
 - e. Other Relevant/Diagrammatic information.

ADDITIONAL TASKS / NOTES

1. The Consultant shall provide a summary of results of Phases 1, 2, 3 & 4 with recommendations for initial projects to Village Manager and Department Heads. Following staff presentation, prepare and present a summary of the results to the Village Board via the Committee of Whole meeting.
2. While not part of this scope, it should be noted that upon completion of phase 3 and 4, the Village of Orland Park would like to design the first projects of the plan and would request construction administration services once the project is awarded.

PROPOSAL PRICE

Submit Proposal Prices via the following breakdown:

- | | |
|---|-------|
| 1. Condition Assessment | _____ |
| 2. Space & Program Needs Assessment | _____ |
| 3. Public Works Site Master Plan | _____ |
| 4. Recreational Administration Storage Plan | _____ |
| Total Proposal Price | _____ |

Exhibit A - LIST OF FACILITIES (Maps Attached Below)

1. Village Hall
2. Civic Center
3. Franklin Loebe Center (FLC)
4. Recreational Administration
5. SportsPlex
6. Police Department
7. Cultural Arts Center
8. Public Works Facility and Police Firing Range
9. Thistlewood Pump House
10. Wellhouse #5
11. Wellhouse #7
12. Wellhouse #9
13. Wellhouse #10
14. Bulk Storage Facility
15. Centennial Park Aquatic Center (CPAC)
16. Centennial Park Concessions and Offices
17. Centennial Park Ice Rink
18. Parks Administration and Maintenance Garage
19. Orland Park History Museum
20. Veteran's Center
21. Orland Park Health and Fitness Center (OPHFC)