



## Legislation Text

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**File #:** 2021-0335, **Version:** 0

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### Title

Facilities and Operations Master Plan - RFP

### History

On June 3, 2021, the Public Works Department issued a Request for Proposals (RFP) #21-026 for the creation of a Facilities and Operations Master Plan.

The goals of the Plan include an assessment of current facility conditions and spatial needs; and the creation of a road map for near and long term facilities and space consultation planning; including a plan to reorganize the Public Works and Recreation Administration facilities.

Firms were tasked with the goal of developing 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. In addition to a proposal price, firms also were required to demonstrate substantial experience in undertaking and completing the type of work required.

The project scope of work was broken into four (4) phases: Facilities Condition Assessment, Space and Programming Needs Assessment, Public Works Facility Master Plan and Recreation Administration Storage Plan. The full scope of work for the project is attached for reference. A summary of each of the four (4) phases is provided below:

#### Phase 1: Facilities Condition Assessment

The Facilities Condition Assessment deliverables include a narrative summary and standard quantitative information of the facility and building systems and a categorization of immediate, short-term, and long-term capital repair and replacement requirements with project timelines.

#### Phase 2: Space and Programming Needs Assessment

The Space and Programming Needs Assessment deliverables include the assessment of buildings, departmental and division space needs, and requirements and whether current spaces are functioning in order to undertake the work of the Village efficiently and effectively; the identification of any efficiency and cost-effective layout alterations that may provide space for additional employees to possibly defer additional construction activity; forecasts for departmental growth and space needs; critical adjacencies between and within Departments; and desired support areas and amenities and security and safety needs.

#### Phase 3: Public Works Facility Master Plan

In addition to an overall assessment of Village facility conditions and space needs, the aim is for Phases 1 and 2 to inform a Public Works Facility Master Plan and Recreation Administration Storage Plan. The Public Works Facility Master Plan deliverables include master plan strategies, site plan and relevant details; a schematic building plan set; preliminary project budgets and schedules; and a

review of all applicable regulatory permitting requirements.

#### Phase 4: Recreation Administration Storage Plan

The Recreation Administration Storage Plan deliverables include storage plan strategies floor plan and relevant details, preliminary project budgets and schedules and other relevant/diagrammatic information.

Firms were also requested to present a summary of the findings to the Village Manager and Department Heads, followed by a summary of the results to the Village Board via the Committee of the Whole meeting.

#### Proposal Summary

Thirty-five (35) firms downloaded either partial or complete bid packages. On June 20, 2021, seven (7) firms submitted proposals. All proposals are attached for review. A summary of the proposal prices is provided below:

Legat Architects: (add \$2,000 allowance for final report) \$145,372.50;  
Christopher Burke Engineering Ltd: \$167,905.00;  
Williams Architects: \$199,800.00;  
Farnsworth Group: \$263,100.00;  
Bureau Veritas Technical Assessment, LLC: \$368,652.50;  
Knight E/A: \$395,500.00; and  
Kluber Architects and Engineers: \$455,000.00.

Based on firm qualifications provided and proposal prices, staff recommends approving the proposal from Legat Architects for \$145,372.50, plus a 10%(\$14,537) contingency for a total cost of \$159,909.50.

#### Financial Impact

The Facilities and Operations Master Plan combines three (3) separately budgeted projects into one project. As such, funding is available in the following accounts: 010-1700-470100, 010-1700-432800 and 054-0000-470100.

#### Recommended Action/Motion

I move to approve the Facilities and Operations Master Plan proposal submitted by Legat Architects for \$145,372.50 plus a 10% contingency of \$14,537 for a total not to exceed \$159,909.50;

And,

To authorize the Village Manager to approve change orders not to exceed the contingency amount;

And,

To authorize the Village Manager to execute all related contracts subject to Village Attorney review.