

VILLAGE OF HOMEWOOD



BOARD AGENDA MEMORANDUM

DATE OF MEETING: July 26, 2022

To: Village President and Board of Trustees

Through: Napoleon Haney, Village Manager

From: John D. Schaefer, Director of Public Works

Topic: Feasibility Study and Space Needs Assessment for Police/9-1-1 Dispatch Services – Police Facility Relocation to 1221 175th Street

PURPOSE

Earlier this year, the Village acquired the vacant building at 1221 175th Street located within the Northeast Tax Increment Financing (TIF) district. Staff was tasked with completing a feasibility and analysis study to determine whether the current police facility could be relocated to the 1221 175th Street building and be co-located with the Emergency Communication dispatch center (ECOM). ECOM is currently located at 1154 Ridge Road in Homewood. To initiate this evaluation and analysis, the Public Works Department advertised a Request for Qualifications (RFQ) to identify a professional architectural, design, and construction firms that could conduct a feasibility study with a space needs analysis for the Homewood Police Department. After thoroughly vetting of several engineering/architect firms, staff is requesting authorization to engage Williams Architects of Itasca, Illinois to complete the feasibility and analysis.

PROCESS

The *Feasibility Study and Space Needs Assessment for Police Services and Public Safety Facility Relocation* will determine the viability of relocating the current police station and the ECOM dispatch center into an existing two-story building that was recently acquired by the Village. The purpose of the study is to assess current conditions of the existing space and the future space needs of the Police Department and the ECOM dispatch center, to include:

1. Relocating the current single-story police station to an existing two-story building owned by the Village.
2. Relocating a regional Emergency Dispatch Center into an existing two-story building owned by the Village.
3. Maintaining the existing single-story police station with any additions/remodeling to accommodate the future needs of the department.

The evaluation and selection team consisted of the Village Manager, Public Works Director, Police Chief, and ECOM's Executive Director. The Village of Homewood held interviews on June 13th and 14th with five well-qualified firms. The firms interviewed were Dewberry Architects Inc. of Elmhurst, IL; Williams Architects of Itasca, IL; Shive-Hattery Architecture Engineering of

VILLAGE OF HOMEWOOD



Chicago, IL; FGM Architects of Chicago, IL; and, the Linden Group Architects Inc. of Orland Park, IL. The evaluation and selection team vetted the firm's qualifications and interviewed three finalists. After extensive discussion and consideration, staff found the qualifications of Williams Architects of Itasca, Illinois to be well-suited for the project.

OUTCOME

Specific issues that will be addressed as part of the project's scope will include:

1. Does the 1221 175th Street building have sufficient space for the Police Department in its current size and for future expansion?
2. Would the second floor of the building accommodate the ECOM dispatch center?
3. Is there space for a building addition to include a sally port, detention area, and vehicle storage garage?
4. Will the gun range be a separate structure on site or inside the proposed building addition(s)?
4. What structural improvements are required to renovate an office building into a state-of-the-art police station to serve the Village for the next 50+ years?
5. Is there enough area for parking and site circulation?
6. What is the cost of the proposed renovations and additions?
7. What will the current police station be used for if the Police Department is relocated to 175th Street?
8. If the existing building would not accommodate the Police Department and ECOM, or the cost to renovate is prohibitive, what is the cost to tear down the building and build a new facility?

Other ideas that have been discussed will not be studied at this time. Over the course of the study, if it is determined that additional ideas should be evaluated, we will address those at the proper time.

Proposed fees to provide the above phase 1 services:

Step I. PROJECT KICK-OFF / DATA COLLECTION

Lump sum fee of	\$13,746.00
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Step II. STAFFING, VEHICLE, AND EQUIPMENT PROJECTIONS

Lump sum fee of	\$3,604.00
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Step III. SPACE PROGRAMMING

Lump sum fee of	\$12,296.00
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VILLAGE OF HOMEWOOD



Step IV. EXISTING CONDITIONS ANALYSIS

Lump sum fee of \$6,802.00

Step V. CONCEPT DESIGN

Lump sum fee of \$14,329.00

Step VI. PUBLIC REVIEW AND VILLAGE BOARD PRESENTATIONS

Lump sum fee of \$4,548.00

Step VII. FINAL DOCUMENTATION

\$5,730.00

Step VIII. CONSULTING ENGINEERS

Lump sum fee of \$32,048.00

TOTAL PHASE 1 FEE:

\$93,103.00

FINANCIAL IMPACT

Funds in the Northeast TIF of \$1,120,600* can cover the cost of this work.

- **Funding Source:** Northeast TIF
- **Budgeted Amount:** N/A
- **Cost:** \$93,103

**figure taken from the 4/30/2021 audit*

LEGAL REVIEW

Pending

RECOMMENDED BOARD ACTION

Authorize the Village President to enter into an agreement with Williams Architects of Itasca, Illinois for professional services to conduct a Feasibility Study and Space Needs Assessment for the relocation of the Homewood Police Department and ECOM communication center in the amount of \$93,103., pending final legal review of contract agreement terms by the Village Attorney.

ATTACHMENT(S)

Detailed Scope of Services