

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village Council Meeting**  
**12/1/2015**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
A resolution authorizing an agreement for architectural services	Michael Baker Deputy Village Manager

### SYNOPSIS

A resolution has been prepared authorizing an agreement for architectural services with Williams Architects in an amount not-to-exceed \$50,000. This contract will allow the Village to update space needs information and prepare options for Village Council consideration as part of the Top Priority Action Item *Create a Facilities Sustainability Plan*.

### STRATEGIC PLAN ALIGNMENT

The Strategic Goals established by the Village Council include Steward of Financial, Environmental and Neighborhood Sustainability and Exceptional Municipal Services. *Create a Facilities Sustainability Plan* is a Top Priority Action Item.

### FISCAL IMPACT

The FY2016 Major Buildings Fund includes \$50,000 for professional services work related to this project.

### UPDATE & RECOMMENDATION

This item was discussed at the November 17, 2015 Village Council meeting. Staff recommends approval on the December 1, 2015 Active Agenda.

### BACKGROUND

Between September 2015 and August 2016, the Village Council will create a facility sustainability plan focusing on the Police Station and Village Hall. The plan will identify improvements that should be made and how to pay for them. Previous meetings that involve the development of this plan include:

- September 15, 2015 - *Defining the issue*. Information available [here](#) (First Reading – item B).
- October 20, 2015 - *Identifying resources*. Information available [here](#) (First Reading – item C).

Following the direction provided by the Village Council at the October 20 meeting regarding resources, staff initiated a competitive Request for Proposal (RFP) process to select an architect to assist with the updating of space needs information and the development of options for presentation to and consideration by the Village Council. The Village received 10 qualified responses to the RFP. All of the proposal were evaluated based on qualifications and cost, and the top three were selected to be interviewed. Following interviews of the top three firms, the Village selection team recommends Williams Architects to complete the space needs re-evaluation and options development.

The following qualifications distinguished the recommended proposal from Williams Architects:

- Extensive relevant experience working with clients in DuPage County and around the metropolitan area that include comparable work and involve facility consolidation and resource constraints
- Proven ability to design facilities in Downers Grove (Fire Station #2) that meet the owner's needs and remain on schedule and under budget
- Demonstrated knowledge of trends and issues involving modern police and municipal facility design
- Ability to work in an iterative process that meets the Village's schedule and allows for effective engagement with the Village Council and community
- Competitive fee proposal

The Fee proposal as submitted includes the following components:

- Re-evaluation and options development \$29,000-\$36,000
- Reimbursable expenses \$4,500
- Additional services as requested based on hourly rates

The contract as recommended includes a not-to-exceed amount of \$50,000.

### Summary of the Issue

This process is designed to develop a long-term plan for the sustainable maintenance and operations of its facilities, with particular emphasis on the Police Station and Village Hall. The issues facing the Village are summarized below:

1. A 2012 Facility Condition Assessment identified **\$10.3 million of maintenance needs** - \$3.6 million in the Police Station (link to [Police Station Assessment](#)) and \$6.7 million at Village Hall (link to [Village Hall Report](#)).
2. The age and condition of both facilities have resulted in **operational deficiencies** that can interfere with efficient service delivery and effective employee/customer interaction.
3. The Village has **limited resources available** to undertake improvements to these facilities.

### Proposed Process and Timeline

To develop a Facility Sustainability Plan that will guide decision-making for many years to come, the following process is proposed. It includes at least monthly public meetings beginning on September 15, 2015.

#### Proposed Process and Timeline

September 2015	October 2015	November 2015- June 2016	July-August 2016
<b>1. Issue</b>	>>>	<b>2. Resources</b>	>>>
		<b>3. Options</b>	>>>
			<b>4. Plan</b>
<p><b>1. Define the Issue</b> - The facility issues faced by the Village will be clearly defined.</p> <p><b>2. Identify Available Resources</b> - Available and potential resources that could be allocated to fund or enable any of the improvements will be identified. These include sources of revenue, land, partnership opportunities, etc.</p> <p><b>3. Create and Consider a Wide Range of Options</b> - During this stage of the process, a wide range of options will be considered and evaluated. These will range from maintaining</p>			

the existing facilities to new construction, on the existing site or at alternate locations. Town hall meetings will take place during this time. The Village will consider involving outside experts to provide assistance regarding pre-design services and cost-estimating.

**4. Develop the Plan** - The plan will be developed in preparation for the 2017 budget. It will include specific information about which improvements to undertake, where those improvements will occur and how they will be paid for.

### **Public Participation**

It is important that this process actively engages the community and provides many opportunities for participation. Opportunities for participation include:

- **Attend Public Meetings** - Meeting dates, times and locations will be publicized on the Village webpage and through the Village's Facebook page and Twitter feed.
- **Email the Village** at [dgfacilities@downers.us](mailto:dgfacilities@downers.us)
- **Watch meetings live** on YouTube and Channel 6
- **Look for other opportunities to participate**, such as Town Hall Meetings, Coffee with the Council events, etc. all of which will be publicized in advance.

### **ATTACHMENTS**

Agreement  
Proposal

VILLAGE OF DOWNERS GROVE  
COUNCIL ACTION SUMMARY

INITIATED: Village Manager DATE: December 1, 2015  
(Name)

RECOMMENDATION FROM: \_\_\_\_\_ FILE REF: \_\_\_\_\_  
(Board or Department)

NATURE OF ACTION:

STEPS NEEDED TO IMPLEMENT ACTION:

- Ordinance
- Resolution
- Motion
- Other

Motion to Adopt "A RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT BETWEEN THE VILLAGE OF DOWNERS GROVE AND WILLIAMS ARCHITECTS IN AN AMOUNT NOT TO EXCEED \$50,000.00", as presented.



SUMMARY OF ITEM:

Adoption of the attached resolution shall authorize execution of an agreement between the Village of Downers Grove and Williams Architects for architectural services to update space needs information and development of options for facility improvements in an amount not to exceed \$50,000.00.

RECORD OF ACTION TAKEN:

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**RESOLUTION NO. \_\_\_\_****A RESOLUTION AUTHORIZING EXECUTION OF AN  
AGREEMENT BETWEEN THE VILLAGE OF DOWNERS GROVE  
AND WILLIAMS ARCHITECTS**

BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the form and substance of a certain Agreement (the "Agreement"), between the Village of Downers Grove (the "Village") and Williams Architects (the "Consultant"), for architectural services to update space needs information and development of options for facility improvements, as set forth in the form of the Agreement submitted to this meeting with the recommendation of the Village Manager, is hereby approved.

2. That the Village Manager and Village Clerk are hereby respectively authorized and directed for and on behalf of the Village to execute, attest, seal and deliver the Agreement, substantially in the form approved in the foregoing paragraph of this Resolution, together with such changes as the Manager shall deem necessary.

3. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Agreement.

4. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

5. That this Resolution shall be in full force and effect from and after its passage as provided by law.

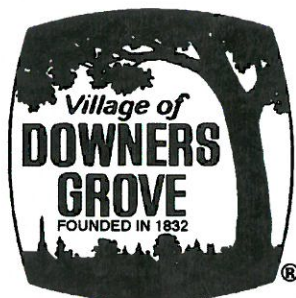
\_\_\_\_\_  
Mayor

Passed:

Attest: \_\_\_\_\_

Village Clerk

## Village of Downers Grove



## REQUEST FOR PROPOSAL (Professional Services)

**Name of Proposing Company:** Williams Architects

**Project Name:** Architectural Services for Facility Needs Reevaluation and Development of Options for Facility Improvements  
**Proposal No.:** RFP-0-70-2015/TT  
**Proposal Due:** November 6, 2015 at 3:00pm local time  
**Pre-Proposal Conference:** Not Applicable

**Required of Awarded Contractor:**  
 Certificate of Insurance: Yes

**Legal Advertisement Published:** October 23, 2015  
**Date Issued:** October 23, 2015  
 This document consists of 22 pages.

**Return original and two duplicate copies and one CD or flash drive of proposal in a sealed envelope marked with the Proposal Number as noted above to:**

THERESA H. TARKA  
 PURCHASING ASSISTANT  
 VILLAGE OF DOWNERS GROVE  
 801 BURLINGTON AVENUE  
 DOWNERS GROVE, IL 60515  
 PHONE: 630/434-5530  
 FAX: 630/434-5571  
[www.downers.us](http://www.downers.us)

Village of Downers Grove

The VILLAGE OF DOWNERS GROVE will receive proposals Monday thru Friday, 8:00 A.M. to 5:00 P.M. at the Village Hall, 801 Burlington Avenue, Downers Grove, IL 60515.

**SPECIFICATIONS MUST BE MET AT THE TIME THE PROPOSAL IS DUE.**

The Village Council reserves the right to accept or reject any and all proposals, to waive technicalities and to accept or reject any item of any proposal.

The documents constituting component parts of this Contract are the following:

- I. REQUEST FOR PROPOSALS
- II. TERMS & CONDITIONS
- III. DETAILED SPECIFICATIONS
- IV. PROPOSER'S RESPONSE TO RFP (Professional Services)
- V. PROPOSAL/CONTRACT FORM

**DO NOT DETACH ANY PORTION OF THIS DOCUMENT. INVALIDATION COULD RESULT.** Proposers MUST submit an original, and 2 additional paper copies of the total proposal. Upon formal award of the proposal this RFP document shall become the Contract, the successful Proposer will receive a copy of the executed Contract.

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**I. REQUEST FOR PROPOSALS****1. GENERAL**

- 1.1 Notice is hereby given that the Village of Downers Grove will receive sealed Proposals up to **November 6, 2015 at 3:00pm local time.**
- 1.2 Proposals must be received at the Village of Downers Grove by the time and date specified. Proposals received after the specified time and date will not be accepted and will be returned unopened to the Proposer.
- 1.3 Proposal forms shall be sent to the Village of Downers Grove, ATTN: **Theresa Tarka**, in a sealed envelope marked "SEALED PROPOSAL". The envelope shall be marked with the name of the project, date, and time set for receipt of Proposals.
- 1.4 All Proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting the Proposal. Telephone, email and fax Proposals will not be accepted.
- 1.5 By submitting this Proposal, the Proposer certifies under penalty of perjury that they have not acted in collusion with any other Proposer or potential Proposer.

**2. PREPARATION OF PROPOSAL**

- 2.1 It is the responsibility of the Proposer to carefully examine the specifications and proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed services. **DO NOT SUBMIT A PROPOSED CONTRACT. UPON ACCEPTANCE BY THE VILLAGE, THIS RFP DOCUMENT SHALL BECOME A BINDING CONTRACT.**
- 2.2 No oral or telephone interpretations of specifications shall be binding upon the Village. All requests for interpretations or clarifications shall be made in writing and received by the Village at least five (5) business days prior to the date set for receipt of Proposals. All changes or interpretations of the specifications shall be made by the Village in a written addendum to the Village's proposers of record.
- 2.3 In case of error in the extension of prices in the Proposal, the hourly rate or unit price will govern. In case of discrepancy in the price between the written and numerical amounts, the written amount will govern.
- 2.4 All costs incurred in the preparation, submission, and/or presentation of any Proposal including any Proposer's travel or personal expenses shall be the sole responsibility of the Proposer and will not be reimbursed by the Village.
- 2.5 The Proposer hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all insurance, bonds, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits and all other work, services and conditions



## Village of Downers Grove

necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the Contract Documents considered severally and collectively.

### **3. MODIFICATION OR WITHDRAWAL OF PROPOSALS**

- 3.1 A Proposal that is in the possession of the Village may be altered by a letter bearing the signature or name of the person authorized for submitting a Proposal, provided that it is received prior to the time and date set for the Proposal opening. Telephone, email or verbal alterations of a Proposal will not be accepted.
- 3.2 A Proposal that is in the possession of the Village may be withdrawn by the Proposer, up to the time set for the Proposal opening, by a letter bearing the signature or name of the person authorized for submitting Proposals. Proposals may not be withdrawn after the Proposal opening and shall remain valid for a period of ninety (90) days from the date set for the Proposal opening, unless otherwise specified.

### **4. RESERVED RIGHTS**

- 4.1 The Village reserves the exclusive right to waive sections, technicalities, irregularities and informalities and to accept or reject any and all Proposals and to disapprove of any and all subcontractors as may be in the best interest of the Village. Time and date requirements for receipt of Proposals will not be waived.

## **II. TERMS AND CONDITIONS**

### **5. VILLAGE ORDINANCES**

- 5.1 The successful Proposer will strictly comply with all ordinances of the Village of Downers Grove and laws of the State of Illinois.

### **6. USE OF VILLAGE'S NAME**

- 6.1 The Proposer is specifically denied the right of using in any form or medium the name of the Village for public advertising unless express permission is granted by the Village.

### **7. INDEMNITY AND HOLD HARMLESS AGREEMENT**

- 7.1 To the fullest extent permitted by law, the Proposer shall indemnify, keep and save harmless the Village and its agents, officers, and employees, against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Proposer, its employees, or its subcontractors, and the Proposer shall at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village in any such action, the Proposer shall, at its own expense, satisfy and discharge the same. This agreement shall not be construed as requiring the Proposer to indemnify the Village for its own negligence. The Proposer shall indemnify, keep and save harmless the Village only where a loss was caused by the negligent, willful or reckless acts or omissions of the Proposer, its employees, or its subcontractors.

### **8. NONDISCRIMINATION**

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- 8.1 Proposer shall, as a party to a public contract:
- (a) Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
  - (b) By submission of this Proposal, the Proposer certifies that it is an "equal opportunity employer" as defined by Section 2000(e) of Chapter 21, Title 42, U.S. Code Annotated and Executive Orders #11136 and #11375, which are incorporated herein by reference. The Equal Opportunity clause, Section 6.1 of the Rules and Regulations of the Department of Human Rights of the State of Illinois, is a material part of any contract awarded on the basis of this Proposal.
- 8.2 It is unlawful to discriminate on the basis of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, military status, order of protection status, sexual orientation, sexual identity, or an unfavorable discharge from military service. Proposer shall comply with standards set forth in Title VII of the Civil Rights Act of 1964, 42 U.S.C. Sec. 2000 et seq., The Human Rights Act of the State of Illinois, 775 ILCS 5/1-101 et. seq., and The Americans With Disabilities Act, 42 U.S.C. Sec. 12101 et. seq.

### 9. **SEXUAL HARASSMENT POLICY**

- 9.1 The Proposer, as a party to a public contract, shall have a written sexual harassment policy that:
- 9.1.1 Notes the illegality of sexual harassment;
  - 9.1.2 Sets forth the State law definition of sexual harassment;
  - 9.1.3 Describes sexual harassment utilizing examples;
  - 9.1.4 Describes the Proposer's internal complaint process including penalties;
  - 9.1.5 Describes the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and how to contact these entities; and
  - 9.1.6 Describes the protection against retaliation afforded under the Illinois Human Rights Act.

### 10. **EQUAL EMPLOYMENT OPPORTUNITY**

- 10.1 In the event of the Proposer's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Proposer may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this Contract, the Proposer agrees as follows:
- 10.1.1 That it will not discriminate against any employee or applicant for employment

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because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, sexual identity or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

- 10.1.2 That, if it hires additional employees in order to perform this Contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- 10.1.3 That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, or an unfavorable discharge from military services.
- 10.1.4 That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Proposer's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Proposer in its efforts to comply with such Act and Rules and Regulations, the Proposer will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- 10.1.5 That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 10.1.6 That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 10.1.7 That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this Contract, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the

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Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

**11. DRUG FREE WORK PLACE**

Proposer, as a party to a public contract, certifies and agrees that it will provide a drug free workplace by:

- 11.1 Publishing a statement: (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the Village's or Proposer's workplace. (2) Specifying the actions that will be taken against employees for violations of such prohibition. (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will: (A) abide by the terms of the statement; and (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- 11.2 Establishing a drug free awareness program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the Village's or Proposer's policy of maintaining a drug free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; (4) the penalties that may be imposed upon employees for drug violations.
- 11.3 Providing a copy of the statement required above to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- 11.4 Notifying the contracting or granting agency within ten (10) days after receiving notice of any criminal drug statute conviction for a violation occurring in the workplace from an employee or otherwise receiving actual notice of such conviction.
- 11.5 Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted as required by section 5 of the Drug Free Workplace Act.
- 11.6 Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- 11.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

**12. PATRIOT ACT COMPLIANCE**

- 12.1 The Proposer represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Proposer further represents and warrants to

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the Village that the Proposer and its principals, shareholders, members, partners, or affiliates, as applicable are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Contract on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Proposer hereby agrees to defend, indemnify and hold harmless the Village, and its elected or appointed officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities and expenses (including reasonable attorney's fees and costs) arising from or related to any breach of the foregoing representations and warranties.

**13. INSURANCE REQUIREMENTS**

13.1 The Proposer shall be required to obtain, from a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, such general liability insurance which, at a minimum, will protect the Proposer from the types of claims set forth below which may arise out of or result from the Proposer's operations under this Contract and for which the Proposer may legally liable:

13.1.1 Claims under workers compensation, disability benefit and other similar employee benefit acts which are applicable to the operation to be performed;

13.1.2 Claims for damages resulting from bodily injury, occupational sickness or disease, or death of the Proposer's employees;

13.1.3 Claims for damages resulting from bodily injury, sickness or disease, or death of any person other than the Proposer's employees;

13.1.4 Claims for damages insured by the usual personal injury liability coverage which are sustained: (1) by a person as a result of an offense directly or indirectly related to employment of such person by the Proposer, or (2) by another person;

13.1.5 Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;

13.1.6 Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;

13.1.7 Claims for damages as a result of professional or any other type of negligent action by the Proposer or failure to properly perform services under the scope of the agreement between the Proposer and the Village.

13.2 The Proposer shall demonstrate having insurance coverage for a minimum of \$2 million for professional liability (errors and omissions).

13.3 As evidence of said coverages, Proposer shall provide the Village with certificates of insurance naming the Village of Downers Grove as an additional insured and include a provision for cancellation only upon at least 30 days prior notice to the Village.

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**14. CAMPAIGN DISCLOSURE**

- 14.1 Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village shall be required to submit with its submission, an executed Campaign Disclosure Certificate, attached hereto.
- 14.2 The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.
- 14.3 Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.
- 14.4 By signing the bid or proposal documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

**15. SUBLETTING OF CONTRACT**

- 15.1 No contract awarded by the Village shall be assigned or any part subcontracted without the written consent of the Village Manager. In no case shall such consent relieve the Proposer from its obligation or change the terms of the Contract.

All approved subcontracts shall contain language which incorporates the terms and conditions of this Contract.

**16. TERM OF CONTRACT**

- 16.1 The term of this Contract shall be as set forth in the Detail Specifications set forth in Section III below. This Contract is subject to the Village purchasing policy with regard to any extensions hereof.

**17. TERMINATION OF CONTRACT**

- 17.1 In the event of the Proposer's nonperformance, breach of the terms of the Contract, or for any other reason, and/or that sufficient funds to complete the Contract are not appropriated by the Village, the Contract may be canceled, in whole or in part, upon the Village's written notice to the Proposer. The Village will pay the Proposer's costs actually incurred as of the date of receipt of notice of default. Upon termination, the Proposer will deliver all documents and products of whatever kind, and their reproducible originals related to the project, which have been produced to the date of the notice of termination.

**18. BILLING & PAYMENT PROCEDURES**

- 18.1 Payment will be made upon receipt of an invoice referencing Village purchase order number. Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village payment schedule. The Village will comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., in that any

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bill approved for payment must be paid or the payment issued to the Proposer within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Proposer within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made.

- 18.2 The Village shall review in a timely manner each bill or invoice after its receipt. If the Village determines that the bill or invoice contains a defect making it unable to process the payment request, the Village shall notify the Proposer requesting payment as soon as possible after discovering the defect pursuant to rules promulgated under 50 ILCS 505/1 et seq. The notice shall identify the defect and any additional information necessary to correct the defect.
- 18.4 Please send all invoices to the attention of Village of Downers Grove, Accounts Payable, 801 Burlington, Downers Grove, IL 60515.

### **19. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE**

- 19.1 The relationship between the Village and the Proposer is that of a buyer and seller of professional services and it is understood that the parties have not entered into any joint venture or partnership with the other.

### **20. STANDARD OF CARE**

- 20.1. Services performed by Proposer under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representations express or implied, and no warranty or guarantee is included or intended in this Contract, or in any report, opinions, and documents or otherwise.
- 20.2 If the Proposer fails to meet the foregoing standard, Proposer will perform at its own cost, and without reimbursement from the Village, the professional services necessary to correct errors and omissions caused by Proposer's failure to comply with the above standard and reported to Proposer within one (1) year from the completion of Proposer's services for the Project.
- 20.3 For Professional Service Agreements: Project site visits by Proposer during construction or equipment installation or the furnishing of Project representatives shall not make Proposer responsible for: (i) constructions means, methods, techniques, sequences or procedures; (ii) for construction safety precautions or programs; or (iii) for any construction contactor(s') failure to perform its work in accordance with contract documents.

### **21. GOVERNING LAW**

- 21.1 This Contract will be governed by and construed in accordance with the laws of the State of Illinois without regard for the conflict of laws provisions. Venue is proper only in the County of DuPage and the Northern District of Illinois.

### **22. SUCCESSORS AND ASSIGNS**

- 22.1 The terms of this Contract will be binding upon and inure to the benefit of the parties and

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their respective successors and assigns; provided, however, that neither party will assign this Contract in whole or in part without the prior written approval of the other. The Proposer will provide a list of key staff, titles, responsibilities, and contact information to include all expected subcontractors.

**23. WAIVER OF CONTRACT BREACH**

23.1 The waiver by one party of any breach of this Contract or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof will be limited to the particular instance and will not operate or be deemed to waive any future breaches of this Contract and will not be construed to be a waiver of any provision except for the particular instance.

**24. AMENDMENT**

24.1 This Contract will not be subject to amendment unless made in writing and signed by all parties.

**25. NOT TO EXCEED CONTRACT**

25.1 The contract price is a "not-to-exceed" cost. At any time additional work is necessary or requested, and the not-to-exceed price is increased thereby, any change, addition or price increase must be agreed to in writing by all parties who have executed the Contract.

**26. SEVERABILITY OF INVALID PROVISIONS**

26.1 If any provisions of this Contract are held to contravene or be invalid under the laws of any state, country or jurisdiction, contravention will not invalidate the entire Contract, but it will be construed as if not containing the invalid provision and the rights or obligations of the parties will be construed and enforced accordingly.

**27. NOTICE**

27.1 Any notice will be in writing and will be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party at the party's place of business. Notices shall be addressed to the Village as follows:

**Village Manager  
Village of Downers Grove  
801 Burlington Ave.  
Downers Grove, IL 60515**

And to the Proposer as designated in the Contract Form.

**28. COOPERATION WITH FOIA COMPLIANCE**

28.1 Contractor acknowledges that the Freedom of Information Act may apply to public records in possession of the Contractor or a subcontractor. Contractor and all of its subcontractors shall cooperate with the Village in its efforts to comply with the Freedom of Information Act. (5 ILCS 140/1 et.seq.)



## Village of Downers Grove

**III. DETAILED SPECIFICATIONS****29. STATEMENT OF NEEDS**

- 29.1 The Village is requesting proposals for professional services from highly-qualified architectural or other professional services firms to assist with the following:
- 29.1.1. The reevaluation and assessment of future space needs for the Police Station (825 Burlington Avenue) and Village Hall (801 Burlington Avenue).
  - 29.1.2. The development of options for improvements to these two facilities to address deferred system maintenance and functional obsolescence.

**30. BACKGROUND**

- 30.1 The Village is in the process of developing a plan that will guide the long-term, sustainable maintenance and operation of two of its major facilities, the Police Station and Village Hall. More information regarding this process is available on the Village's website at the following link: <http://www.downers.us/govt/village-managers-office/facility-sustainability-plan>.
- 30.2 The Village has established a preliminary total project budget for facility improvements of \$16.0 million and determined that options should be developed for improvements to the existing facilities and/or occur within the existing Village-owned Civic Center property at 801/825 Burlington Avenue.

**31. SCOPE OF SERVICES**

- 31.1 The Village is requesting interested firms to submit qualifications and a proposal that demonstrate the ability to successfully complete the following scope of work:
- 31.1.1. Review existing materials and reports, and work closely with the Village's project team to determine the future space needs requirements for the Police Station and Village Hall.
  - 31.1.2. Analyze and evaluate the condition of the existing facilities.
  - 31.1.3. Prepare conceptual site and floor plan options for proposed improvements to the existing facilities, or the construction of additions or new facilities that will allow the Village to execute its long-term facility planning objectives within the established project budget.
  - 31.1.4. Prepare preliminary phasing plans for the sequencing of renovation, demolition and/or new construction activities.
  - 31.1.5. Assist the Village project team in the preparation of cost estimates for each of the options developed.
  - 31.1.6. Submit a written report of the work performed and relevant concept drawings or plans
  - 31.1.7 Present to and/or engage in discussion with the Village Council

**32. PROPOSAL FORMAT**

- 32.1 In addition to the required proposal documentation, submission information shall be organized as listed below. There is not a minimum or maximum page limitation, but information should be kept directly relevant and succinct.
- 32.1.1. Understanding of project and project approach (see below)
  - 32.1.2. Relevant project qualifications and experience as a firm (see below)

## Village of Downers Grove

- 32.1.3. Key staff qualifications and relevant experience (see below)
  - 32.1.4. Compensation for architectural services (see below)
  - 32.1.5. References with contact person's position and telephone numbers from similar projects
  - 32.1.6. Proposed schedule for the completion of the project
- 32.2 Firms submitting proposals in response to this request that also submitted a response to the Village's request for qualifications/fee proposal issued in November 2014 may reference those relevant materials (which the Village has maintained on file) regarding qualifications and experience in lieu of resubmitting those materials.
- 33. UNDERSTANDING OF PROJECT AND PROJECT APPROACH**
- 33.1 The understanding of project and project approach section shall summarize the firm's understanding of the scope of work and allows the firm to add any additional information which the firm believes may help the Village determine that the firm fully understands the project and the needs of the Village and to help the Village determine the best overall qualified firm.
- 34. RELEVANT PROJECT QUALIFICATION AND EXPERIENCE AS A FIRM**
- 34.1 The firm's relevant experience shall be provided as part of the response. The firm shall provide adequate information to show that the firm has particular expertise in assisting municipalities with the development of options for improvement to administrative and public safety facilities. The firm is encouraged to provide a short project synopsis of relevant and similar projects.
- 35. KEY STAFF QUALIFICATIONS AND RELEVANT EXPERIENCE**
- 35.1. The response shall include proposed key positions, proposed staff to fill these key positions, and sub-consultant credentials/qualifications.
- 36. COMPENSATION FOR PROFESSIONAL SERVICES**
- 36.1. The proposal for these services shall include a detailed estimate of labor hours for each element of the work. A fee schedule shall be submitted which details the hourly fees as well as a not-to-exceed cost for the project. These schedules should include hourly rates for personnel, vehicles, overhead, profit, and any multipliers applicable to these rates. Costs for printing and reproduction should also be included. It is required that the fee schedules be submitted in a separate sealed envelope marked "Project Fees." Failure to do so may result in the proposal being disqualified.
- 37. SELECTION PROCESS**
- 37.1. Submitted proposals will be distributed to members of a selection committee for review. The committee will analyze and evaluate the submittals based on the following factors:
- 37.1.1. Overall content and responsiveness
  - 37.1.2. Qualifications and relevant experience of the firm
  - 37.1.3. Qualifications and relevant experience of the personnel assigned to the project
  - 37.1.4. Prior experience on projects of similar type, size, scope and complexity
  - 37.1.5. Demonstrated ability to work with municipal agencies

## Village of Downers Grove

- 37.2. Once proposals have been analyzed and evaluated, the cost proposals will be opened. A combination of the evaluation factors and cost will be used to select the top firms to interview with the selection team. Successful firms will be contacted to arrange a meeting date and time.
- 37.3. After the interview process, the Village will select the top firm to recommend for contract approval to the Village Council. The Village reserves the right to reject any and all proposals, and to solicit additional proposals.

**38. SCHEDULE**

38.1. Issue RFP	October 23, 2015
38.2. Submission Deadline	November 6, 2015 at 3:00pm local time
38.3. Top Candidate Firm Interviews	November 9-12, 2015
38.4. Award of Contract	December 1, 2015

**39. QUESTIONS**

- 39.1. Questions or clarifications regarding the RFP document should be directed to Terri Tarka at [ttarka@downers.us](mailto:ttarka@downers.us) no later than 2:00pm on Thursday, October 29, 2015. Responses to all questions will be posted to the Village's e-procurement site (Demandstar) by 2:00pm on Monday, November 2.

## Village of Downers Grove

**IV. PROPOSER'S RESPONSE TO RFP (Professional Services)**

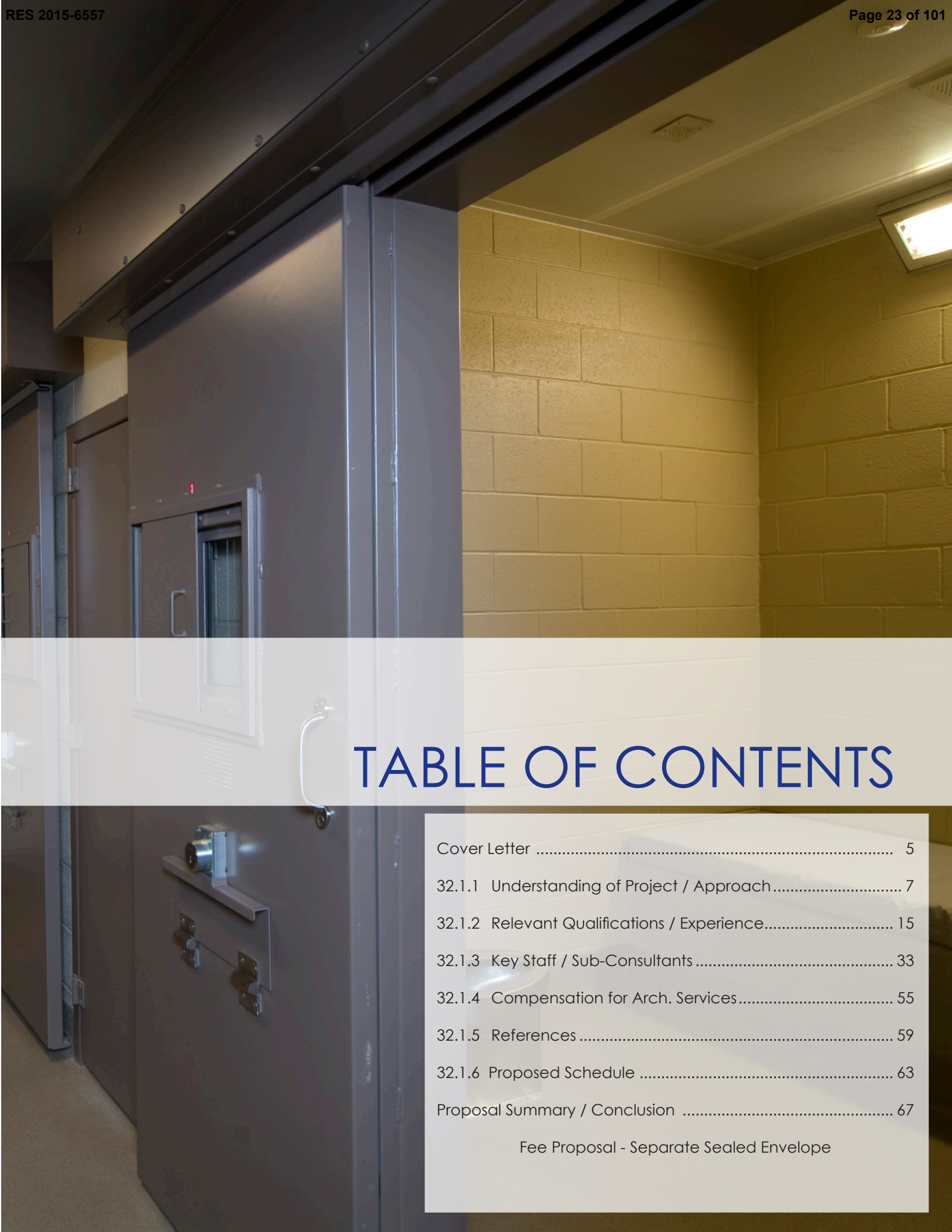
(Proposer must insert response to RFP here. DO NOT insert a form contract, the RFP document including detail specs and Proposer's response will become the Contract with the Village.)



**POLICE STATION AND VILLAGE HALL**  
 RE-EVALUATION AND ASSESSMENT OF FUTURE SPACE NEEDS  
 AND  
 DEVELOPMENT OF OPTIONS FOR FUTURE IMPROVEMENTS



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Fee Proposal - Separate Sealed Envelope	

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6 November 2015

Ms. Theresa H. Tarka, Purchasing Assistant  
Village of Downers Grove  
801 Burlington Avenue  
Downers Grove, Illinois 60515



Re: Response to Request for Proposal for  
Architectural Services for:  
Facility Needs Re-Evaluation and Development of Options for Facility Improvements

Dear Ms. Tarka:

We are truly pleased to have the opportunity to respond to the Village of Downer Grove's Request for Proposal. Williams Architects has been dedicated to public clients throughout our 41+ years with a concentration on police and village hall facilities for over 25 years. We understand that Village Halls and Police Facilities function as a support "tool" to aid in accomplishing the Village of Downers Grove's mission. We understand the past, present and future uses and trends in municipal facility design. Based on our understanding of the Project, Williams Architects' years of experience with municipal facilities, along with our wonderful 14-year professional relationship with the Village of Downers Grove, positions us as a well suited organization for this Project and would be honored to be selected as your Architect!

Our team of senior partners have been personally involved throughout our village hall and police facility projects and will be our representatives to work directly with your staff and elected officials throughout the project and will author the planning, budgeting and designs for your project.

Recognized as a leader in the field of municipal planning, design, cost estimating and architecture, Williams Architects has a significant concentration in serving municipal clients. We have demonstrated strong project leadership marked by diligent cost control, which has allowed us to create realistic, cost-effective project solutions that meet your needs, reflect the values of Downers Grove and enhance your community.

Our experience includes many Police and Village Hall Facilities and we are currently assisting the Village of Morton Grove with planning for their Village Hall and Police Facilities; the Village of Woodridge with a Municipal Campus Feasibility Study; the Village of Bartlett with a Police Department Study; Village of Willowbrook with renovations to their Police Department / Village Hall; the City of Highland with plans for their new Public Safety Facility, the Village of Glenview with an addition / renovation to the Police Station / Village Hall and the City of Oakbrook Terrace with a new Police Station. We encourage you to contact our current and previous client references to learn first-hand about our project process, approach and performance.

We have responded to your request on the following pages. To the best of our knowledge and ability, all information contained within the following RFP submittal is complete and accurate.

We look forward to meeting with you and the Selection Committee to discuss this Project. We want to affirm that we are committed to being the Stewards of Your Vision. Should you have any further questions or require additional information during the evaluation period, please contact me at your convenience.

Sincerely,

A handwritten signature in black ink that reads "Mark S. Bushhouse". The signature is fluid and cursive, written in a professional style.

Mark S. Bushhouse, AIA, LEED AP  
President / Principal-in-Charge

Enclosures (1) Original, (2) Duplicate Copies, (1) Electronic Copy

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## 32.1.1 UNDERSTANDING OF PROJECT AND APPROACH

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## Design Philosophy

We work very closely with our clients, listening and asking questions until we fully understand their goals. We then adopt their goals as our own and passionately work to plan their facility. Williams Architects is committed to an architectural design that emphasizes economy, future uses and trends, and efficiency, durability and imagination of design and patron appeal and satisfaction. We also establish a visual project identity in harmony with the physical context that reflects and respects our clients' personality with a design solution.

## Project Understanding (From RFP)

We understand that the Village of Downers Grove is interested in re-evaluating and assessing the future space needs for the Police Station, located at 825 Burlington Avenue and the Village Hall, located at 801 Burlington Avenue. The development of optional improvements for these two facilities shall address deferred system maintenance as well as functional obsolescence.

We also understand the Village is interested in:

- 1) Determining the future space needs requirements for the Police Station and Village Hall.
- 2) Analysis and evaluation of the condition of the existing facilities.
- 3) Preparation of conceptual site and floor plan options for proposed improvements to the existing facilities or the construction of additions or new facilities to meet the Village's long-term facility planning objectives within the established budget.
- 4) Preparation of preliminary phasing plans for the sequencing of renovation, demolition and / or new construction activities.
- 5) Assistance in the preparation of cost estimates for each of the options.
- 6) Preparation of a written report of the work and relevant concept drawings and plans.
- 7) Presentation to and discussion with the Village Council.

## Project Understanding (What Else We Know)

First and foremost, this Re-Evaluation and Assessment of the Police Station and Village Hall, combined with development of options for future improvements shall be the road map for the future Village of Downers Grove's Village Hall and Police Department.

It must provide the spaces, support and modern efficiencies to assist the Village staff and Police Officers and Staff perform their duties successfully. We shall use all the technology, multi-use opportunities and reduction in paper usage along with the great Downers Grove approach of "AND" to focus the available resources on meeting the Village Hall's and Police Department's day in and day out facility needs. The Village has many specialized facility needs and each one must be carefully thought out to allow staff and officers to perform their tasks correctly and efficiently; the overall layout must enhance the flow and interconnection of the uses to best match and support the team work and efficient flow.

Addressing the Village Hall and Police Department needs will allow each one to gain added facility space and functionality.

These facilities must embody and display the great heritage, excellence and Downers Grove's exceptionalism that continues to draw many to live in this great community.

## Project Approach

Our practical team management approach has proven successful in maintaining exceptional communications with clients. Our approach is collaborative throughout the all phases. We believe in building strong working relationships between the Village of Downers Grove and the Police Department, encouraging all to work hand-in-hand with the Williams Team to achieve an open exchange of information and ideas.

Our lead principals of Mark Bushhouse and Scott Lange have been working together for over 20 years and have developed, refined and honed their skills and understanding of the facility needs of today's administrative and public safety professionals on dozens of facilities. Their consistent track record of listening carefully to a client's goals and then adopting them as their own, reliable planning, quality design, on-time service delivery, accurate documents, on budget projects, very low change orders, innovative design features and highly satisfied clients speaks volumes as to their skill and passion to meet their client's goals.

Our team's ability to effectively plan the process, work closely with staff, and present / consult with elected officials consistently keeps their projects moving forward towards its highly successful completion.

We have described, in a brief format, our process for your project below.

## SPACE NEEDS ANALYSIS

### A) PROJECT KICK-OFF / EXISTING POLICE FACILITIES IDENTIFICATION

During this Phase, Williams Architects and our consultant team shall attend a Project Kick-Off meeting with Village of Downers Grove staff, Police Department staff and other stakeholders. During this meeting we will identify the Project Team, Village goals, review all data collected with respect to the Project and meet with key staff to gather additional input. We will discuss:

- A. Expectations/Tasks - We will discuss and define overall expectations and necessary tasks and responsibilities. A detailed work plan (including initial goals & objectives, as it relates specifically to the task) will be discussed and a project schedule will be developed.
- B. Evaluate Program and Project Parameters - Williams Architects will facilitate discussions and evaluate with the Village of Downers Grove's program requirements and overall project parameters.
- C. Communiqué – Confirmation on lines of communication, points of contact, level of involvement by Downers Grove's leaders and staff, and other related project management details.
- D. Data Collection – Williams Architects will request, collect, log and review potential data and information required in order to facilitate a thorough understanding of the existing Village Hall, Police facility and project background.
- E. Design Criteria - Develop a "Design Statement" and establish the Project's design criteria, as they relate to the Project's goals and objectives.

We gather all information available to include infrastructure, due diligence, surveys, land use, photographs, existing master plans, drawings, zoning information, soil borings, etc. Utilizing this information we build a comprehensive database of our findings.



**B. SPACE NEEDS EVALUATION**

We will work with the Village of Downers Grove and Police Department staff to determine space needs for both facilities.

Meeting with Village staff, we shall discuss current and future staffing and equipment needs. We will review population and service call trends, the "New Normal" for staffing and work spaces as well as national averages for sworn officers / Village employees per population.

We will work with the Village of Downers Grove and Police Department staff to review likely staffing changes and growth and compare to similar communities. Based on the expected staffing and equipment we shall prepare space programs for the Village Hall and Police Facility. We shall incorporate the new trends in staff and space uses as determined by the Village.

We shall conduct personal interviews with numerous staff teams to review their space needs and the previous space programs. A draft Space Program shall be prepared, based upon all the information reviewed and discuss our experience with Village Hall and Police facilities and current / planned approaches to employee spaces, collaboration and use of technology.

We meet with the Village representatives to review the draft space needs program and discuss budget, goals, priorities, phasing and information gleaned from the staff interviews. The Space Program is then refined with target room / building areas and phasing and conveyed to staff for review. Further refinements are completed and submitted for review and approval. We also review space adjacency needs and provide bubble diagrams to document and illustrate these relationships.

**BUILDING SPACE PROGRAM with ACTUALS**

Administrative Project # 2015-005

Fire Station No. 4

Room	Description	With Workstation	No Workstation	Program Target	Actual
Area		Square Feet	Square Feet	Square Feet	Square Feet
100	1st Floor Reception	60	0	60	60
101	1st Floor Waiting	200	200	200	200
102	1st Floor Lobby	110	110	110	110
103	1st Floor Office	0	0	0	0
104	1st Floor Conference	0	0	0	0
105	1st Floor Storage	0	0	0	0
106	1st Floor Restroom	0	0	0	0
107	1st Floor Break Room	0	0	0	0
108	1st Floor Elevator	0	0	0	0
109	1st Floor Staircase	0	0	0	0
110	1st Floor Mechanical	0	0	0	0
111	1st Floor Utility	0	0	0	0
112	1st Floor Storage	0	0	0	0
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337	1st Floor Office	0	0	0	0
338	1st Floor Office	0	0	0	0
339	1st Floor Office	0	0	0	0
340	1st Floor Office	0	0	0	0
341	1st Floor Office	0	0	0	0
342	1st Floor Office	0	0	0	0
343	1st Floor Office	0	0	0	0
344	1st Floor Office	0	0	0	0
345	1st Floor Office	0	0	0	0
346	1st Floor Office	0	0	0	0
347	1st Floor Office	0	0	0	0
348	1st Floor Office	0	0	0	0
349	1st Floor Office	0	0	0	0
350	1st Floor Office	0	0	0	0
351	1st Floor Office	0			

We shall prepare multiple Conceptual site plan(s) and floor plan(s) drawings of the proposed improvements to repair, renovate, add onto and / or replace the facilities including a preliminary phasing plan for the sequencing of renovation, demolition and / or new construction work.

- We will meet with you to discuss our findings and to review the overall project parameters and goals. We will develop a list of potential existing issues to include to insure the final plan is comprehensive in considering your overall needs.
- We will use the building program to prepare multiple conceptual building plans and site drawings. We will meet with you to review the plans and gain your input.
- As an outcome of this meeting we will assist you in selecting the preferred options for further development. We will also prepare order of magnitude costs for you to consider overall budget goals and the extent of the improvements to potentially include.
- We will update the drawings and cost estimates based on your decisions.
- We will assist you in presenting this information to your Board and Citizens.
- Based on Board review and comments, we will further refine the drawings, update the order of magnitude cost estimate, show potential phasing and update the schedule.
- A final report including rendered building plans and the overall site plan(s) will be prepared for presentation to the Village of Downers Grove for your acceptance and approval.



If the Village of Downers Grove determines it is feasible to move forward with renovation or new construction for the Downers Grove Village Hall or Police Department Facility, Williams Architects is prepared to proceed with Basic Architectural & Engineering Services including Schematic Design, Design Development, Construction Documents, Permitting, Bidding and Negotiations and Construction Administration.



## COMMITMENT TO ENERGY EFFICIENT AND HEALTHY BUILDING / SITE

Our Team takes seriously our responsibility to help preserve the environment. We are committed to maintaining our environment by incorporating financially feasible sustainable design features / systems that use material, energy and water efficiently, but that are and which focus on avoiding health issues stemming from indoor environmental quality. We recognizes the following benefits achievable through sustainable design:

- Extended durability
- Safeguarding water supplies
- Enhanced occupant comfort
- Energy and water savings
- Reduced maintenance costs
- Revenue from recycling
- Conservation of natural resources
- Elimination of waste and pollution
- Preparation for future regulatory legislation
- Positive public relations



We make use of applied research, advanced analytical and modeling tools, and a closely integrated, multi-disciplinary design team to develop solutions marked by optimized design and the achievement of budgetary goals. Focusing on water use, waste reduction and indoor air quality, we develop building design solutions and specify materials to support efforts to reduce or eliminate negative effects on the environment. In applying sustainable design strategies we concentrate on a number of green principles:

- Building orientation and massing, natural ventilation, daylight harvesting and other passive strategies, can all lower a building's energy demand and increase the quality of the interior environment and occupant comfort. The form of a building can respond to adjacent topography, vegetation and climate patterns. Its design can aesthetically reflect local or regional natural features, and respond to the local climate.
- We maximize the efficiency of required systems through research of components and life cycle cost analysis, and favor systems that are durable and have low maintenance requirements. Occupant health and environmental affects can be limited by selecting systems that still fall within desired of performance, cost, aesthetic and availability parameters.
- In-door air quality is most effectively controlled through close coordination of architectural design, interior finishes, and engineering design solutions that limit the sources of contamination before they enter a building. We carefully review building codes and system design standards to assure compliance with recommended ventilation and indoor air quality rates.
- We enhance water conservation by using low-flow plumbing fixtures and innovative HVAC and plumbing design, such as variable speed pumping techniques, and believe that effective building commissioning is essential to ensuring proper and efficient function of systems.
- Materials selection figures into sustainable design, as some materials require extensive process and produce toxic waste, while others are relatively safe to produce. Another factor in materials selection considers whether materials are derived from renewable resources.
- Facilities operations benefit from monitoring indoor air quality and from energy and water saving practices, waste reduction, and environmentally sensitive maintenance and procurement policies. Site considerations, including control of storm water runoff and maintenance of natural landscapes, are also of paramount importance in projects we undertake.

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# 32.1.2 RELEVANT QUALIFICATIONS & EXPERIENCE



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## Prior Design Experience

The combined experience of each member of the Williams Team represents service to many municipalities locally as well as nationally. Our Team's municipal experience is extensive and boasts a track record that consists of highly successful projects. The following list represents our prior related design experience.

### **CITY OF ANKENY, IA**

- Police & Fire / EMS Needs Assessment, Site Review & Master Plan  
*(in assoc. with McClaren Wilson, & Lawrie)*

### **VILLAGE OF BARRINGTON, IL**

- Combined Fire / EMS Station and Police Dept. Public Safety Facility
- New Village Hall Facility

### **BARRINGTON COUNTRYSIDE FIRE PROT. DISTRICT**

- New Barrington Hills Fire / EMS Station

### **VILLAGE OF BARTLETT, IL**

- Police Department Facility Study

### **VILLAGE OF BEDFORD PARK, IL**

- 2 New Fire / EMS Substations

### **VILLAGE OF BURR RIDGE**

- Master Plan & New Police Facility

### **VILLAGE OF CAROL STREAM**

- Village Hall & Police Needs Assessment and Planning

### **CAROL STREAM FIRE PROTECTION DISTRICT**

- Fire Protection District Station 29 Facility Planning

### **VILLAGE OF CARPENTERSVILLE, IL**

- Municipal Facilities Master Plan Public Works, Police and Village Hall
- Public Works Facility

### **VILLAGE OF DEER PARK, IL**

- Village Hall Planning Study

### **VILLAGE OF DEERFIELD, IL**

- Renovation/addition to Village Hall

### **CITY OF DEKALB, IL**

- Police Facility Feasibility and Master Plan

### **CITY OF DELEVAN, WI**

- Village Hall & Police Station Renovation

### **VILLAGE OF DOWNERS GROVE, IL**

- New Fire / EMS Headquarters
- Police and Village Hall Planning Assistance

### **DUPAGE COUNTY, IL**

- On-Call Architectural Services

### **ELK GROVE PARK DISTRICT, IL**

- New Maintenance Facility

### **CITY OF GENESEO, IL**

- City Hall & Police Needs Assessment & Master Plan

### **VILLAGE OF GLENCOE, IL**

- Municipal Center Police Renovation

### **VILLAGE OF GLENDALE HEIGHTS, IL**

- Municipal and Police Facilities Master Plan
- New Senior Center

### **VILLAGE OF GLENVIEW, IL**

- New Fire Station # 6
- Village Hall Relocation and Police Renovation

### **CITY OF HIGHLAND, IL**

- New Police / Fire / EMS Facility Design

### **VILLAGE OF HIGHLAND PARK, IL**

- New Fire / EMS Headquarters

### **VILLAGE OF HOFFMAN ESTATES, IL**

- Police Needs Assessment and Master Plan

### **VILLAGE OF HOMER GLEN, IL**

- New Village Hall Planning & Design Concept

### **HUNTLEY FIRE PROTECTION DISTRICT**

- New Fire Station #4

### **ITASCA FIRE PROTECTION DISTRICT, ITASCA, IL**

- Headquarters Station Planning

### **LAKE COUNTY FOREST PRESERVE DISTRICT**

- Police and Operations Facility
- Storage Facility
- Existing Facilities Review

### **VILLAGE OF LISLE, IL**

- Master Planning for Village Hall and Police
- New Police Facility

- New Village Hall Facility

### **MCHENRY COUNTY, IL**

- Police Evidence Facilities

### **VILLAGE OF MORTON, IL**

- New Police Facility  
*(in association with Keach Architects)*

### **VILLAGE OF MORTON GROVE, IL**

- Village Hall and Police Facilities Master Plan

### **VILLAGE OF NORTH AURORA, IL**

- Village Hall & Police Needs Assessment
- Site Review Study for Village Hall and Police

### **VILLAGE OF OAK BROOK, IL**

- Police Facility and City Hall Master Plan
- Lock-up Zone Renovation & Addition

### **CITY OF OAKBROOK TERRACE, IL**

- New Police Facility

### **VILLAGE OF PALATINE, IL**

- Fire / EMS Station

### **VILLAGE OF RICHTON PARK, IL**

- Municipal Needs Assessment & Master Plan  
Village Hall Police, Fire / EMS and Recreation

### **VILLAGE OF RIVERWOODS, IL**

- Fire / EMS Station Master Plan/Needs Assessment
- New Fire / EMS Station
- Police Master Plan

### **CITY OF SANDWICH**

- New Police Facility Design

### **VILLAGE OF SCHAUMBURG, IL**

- Master Plan
- Fire / EMS Stations 1, 2 & 3

### **VILLAGE OF SKOKIE (IL) FIRE DEPARTMENT**

- Master Plan/Full Services New Fire / EMS Station No. 17
- Addition & Renovation to Stations No. 16 & 18

### **VILLAGE OF SUGAR GROVE, IL**

- Village Hall, Police & Public Works Master Plan Staffing and Site Needs, Site Review & Planning, *(New police station in association with Cordogan Clark and McClaren Wilson, & Lawrie)*
- Police Facility - Complete through C-Docs - currently on hold
- Village Hall Facility Design

### **VILLAGE OF SUMMIT**

- New Police Facility - *Feasibility Study*

### **CITY OF WEST CHICAGO, IL**

- Municipal Master Plan  
City Hall, Police and Water Department
- Police Facility

### **CITY OF WHEATON, IL**

- City Hall and Fire / EMS Station Master Plan New Fire / EMS Department Headquarters
- City Hall Addition/Renovation

### **VILLAGE OF WHEELING, IL**

- Fire / EMS Needs Assessment;
- Fire / EMS Station No. 24
- Police Facility Planning and Design

### **VILLAGE OF WILLOW SPRINGS, IL**

- New Police and Enlarged & Renovated Fire / EMS Facilities

### **VILLAGE OF WILLOWBROOK, IL**

- Municipal Needs & Assessment Master Plan  
Public Works, Police, Village Hall & Recreation
- Village Hall Remodeling
- Police Facility Renovation

### **VILLAGE OF WOODRIDGE, IL**

- Municipal Campus Feasibility Study

### **CITY OF YORKVILLE, IL**

- City Hall & Police Near Term Planning
- City Hall & Police Renovation

# POLICE / VILLAGE HALL FACILITIES FEASIBILITY STUDY

## Morton Grove, Illinois



Williams Architects is currently assisting the Village of Morton Grove with a Feasibility Study of the existing Village Hall and Police Facilities; an existing conditions assessment of the Village Hall / Police Facilities building and site; and alternative conceptual designs for a new Police and / or Village Hall.

**CLIENT:**

Village of Morton Grove  
6101 Capulina  
Morton Grove, IL 60053

**PROJECT LOCATION:**

Village of Morton Grove  
6101 Capulina  
Morton Grove, IL 60053

**PROJECT SIZE:**

TBD

**PROJECT COST:**

TBD

**COMPLETION DATE:**

Feasibility Study - December 2015

**PROJECT CONTACT:**

Nancy Radzevich, AICP  
Community & Economic  
Development Director  
(847) 470-5231

**PROJECT TEAM:**

Mark Bushouse  
Scott Lange  
Carrie Kotera

**SERVICES PROVIDED:**

- Pre-Design
- Master Plan / Feasibility Study
- Grant / Referendum / Bond
- Basic A&E Design Services
- Interiors
- Construction Delivery Method:  
TBD

## GLENVIEW VILLAGE HALL AND POLICE STATION

### Glenview, Illinois

**CLIENT:**

Village of Glenview  
1225 Waukegan Road  
Glenview, IL 60025

**LOCATION:**

1815 Glenview Road  
Glenview, IL 60025

**PROJECT SIZE:**

16,000 SF - NEW  
28,000 SF - RENOVATION

**COMPLETION DATE:**

November 2015

**PROJECT ROLE:**

Prime Architect

**LEAD ARCHITECT:**

Mark Bushhouse  
Scott Lange

**PROJECT STATUS:**

Project is currently in  
Construction Phase

**PROJECT CONTACT:**

Don Owen  
Assistant Village Manager  
847.904.4370

**SERVICES PROVIDED:**

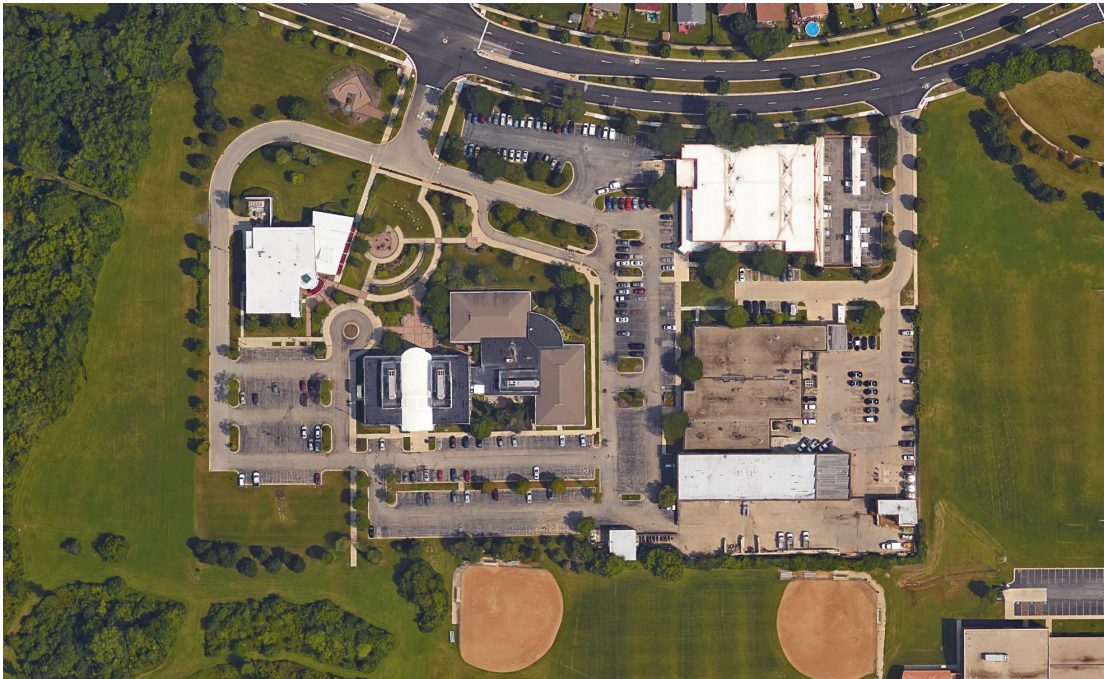
- Pre-Design
- Master Plan / Feasibility Study
- Grant / Referendum / Bond
- Basic A&E Design Services
- Interiors
- Construction Delivery Method:  
Construction Manager



Williams Architects is assisting the Village of Glenview to plan and design the renovation to the existing Police Department and relocating the Village Hall. The existing Police Facility is being renovated and added onto in order to accommodate both Police and Village Hall in one centralized location. The Police Department will maintain its own separate entrance to ensure the safety of police officers, Village staff and residents. Many options were reviewed, budgeted and the selected concept incorporates new approaches to significantly lower the costs and create new efficiencies.

# MUNICIPAL CAMPUS FEASIBILITY STUDY (POLICE and PUBLIC WORKS)

## Woodridge, Illinois



Williams Architects is currently assisting the Village of Woodridge with a Municipal Campus Feasibility Study. The goal of the study is to determine the size and location of a potential new Police Facility and new Public Works facility on the existing Municipal Building site in order to create a Municipal Campus for the residents of Woodridge.

### CLIENT:

Village of Woodridge  
5 Plaza Drive  
Woodridge, IL 60517

### PROJECT LOCATION:

Village of Woodridge  
5 Plaza Drive  
Woodridge, IL 60517

### PROJECT SIZE:

TBD

### PROJECT COST:

TBD

### COMPLETION DATE:

Feasibility Study - December 2015

### PROJECT CONTACT:

Jeff Moline  
Assistant Public Works Director  
(630) 719-4754

### PROJECT TEAM:

Mark Bushouse  
Scott Lange

### SERVICES PROVIDED:

- Pre-Design
- Master Plan / Feasibility Study
- Grant / Referendum / Bond
- Basic A&E Design Services
- Interiors
- Construction Delivery Method:  
TBD



## POLICE DEPARTMENT FACILITY STUDY

### Bartlett, Illinois



Williams Architects is currently assisting the Village of Bartlett with a Police Department Facility Study. The goal of the study is to determine whether or not the existing police facility should be renovated or if a new Police Facility should be considered.

#### CLIENT:

Village of Bartlett  
228 S. Main Street  
Bartlett, IL 60103

#### PROJECT LOCATION:

Village of Bartlett  
228 S. Main Street  
Bartlett, IL 60103

#### PROJECT SIZE:

TBD

#### PROJECT COST:

TBD

#### COMPLETION DATE:

Feasibility Study - December 2015

#### PROJECT CONTACT:

Patrick Ullrich  
Deputy Chief of Operations  
(630) 837-0865

#### PROJECT TEAM:

Mark Bushouse  
Scott Lange

#### SERVICES PROVIDED:

- Pre-Design
- Master Plan / Feasibility Study
- Grant / Referendum / Bond
- Basic A&E Design Services
- Interiors
- Construction Delivery Method:  
TBD

## WILLOWBROOK VILLAGE HALL

Willowbrook, Illinois



Williams Architects assisted the Village of Willowbrook with municipal planning and full design services for the Village Hall and Police Station. As a result of the study, an existing building was renovated into the new Willowbrook Village Hall. Williams is assisting the Village with the renovation of the former Village Hall into the Village's Police Station.

**CLIENT:**

Village of Willowbrook  
835 Midway Drive  
Willowbrook, IL 60527

**PROJECT LOCATION:**

835 Midway Drive  
Willowbrook, IL 60527

**PROJECT SIZE:**

10,340 SF

**PROJECT CONSTRUCTION COST:**

\$1,547,769

**COMPLETION DATE:**

February 2015

**REFERENCE CONTACT:**

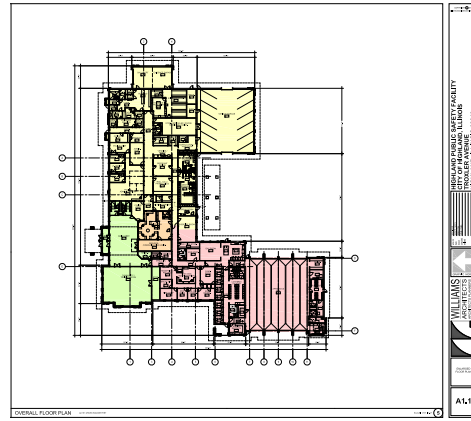
Timothy Halik, Village Administrator  
630.920.2261

**SERVICES PROVIDED:**

- Pre-Design
- Master Plan / Feasibility Study
- Grant / Referendum / Bond
- Basic A&E Design Services
- Interiors
- Construction Delivery Method:  
Construction Manager

# PUBLIC SAFETY FACILITY

## Highland, Illinois



**CLIENT:**  
 Highland Police Department  
 820 Mulberry  
 Highland, Illinois 62249

**PROJECT LOCATION:**  
 SW Corner of Troxler Avenue &  
 Route 40  
 Highland, IL 62249

**PROJECT SIZE:**  
 43,668 SF

**PROJECT COST:**  
 \$11 Million (Estimated)

**COMPLETION DATE:**  
 Site Work 2015

**PROJECT CONTACT:**  
 Terry Bell  
 Chief of Police  
 (618) 654-2131

**PROJECT TEAM:**  
 Mark Bushouse  
 Scott Lange  
 Carrie Kotera

**SERVICES PROVIDED:**

- Pre-Design
- Master Plan / Feasibility Study
- Grant / Referendum / Bond
- Basic A&E Design Services
- Interiors
- Construction Delivery Method:  
 TBD

The City of Highland engaged Williams Architects to conduct a Needs Assessment Study in the effort to construct a new public safety facility that will house the (1) the Police Department, (2) Fire Department, (3) Emergency Medical Services, (4) 911 Communications Center, (5) a hardened Emergency Operations Center that may serve as Madison County's backup Emergency Operations Center in the future, and (6) a multi-use community/training room.

We have also completed the schematic design phase and are now working with TWN civil engineers and Highland to design and construct the site work, access road and utilities improvements. Design of the building is on hold pending further TIF development.

## OAKBROOK TERRACE POLICE

### Oakbrook Terrace, Illinois



NORTH ELEVATION



WEST ELEVATION

Williams Architects was retained to provide space programming, site planning, and full design and for the City's Administrative and Police Departments. Reuse of the existing site was carefully planned to control traffic, incorporate access from multiple directions, segregate public and police functions and create a new image for the City. The Project was designed to be LEED certified and has just been completed.

**CLIENT:**

City of Oakbrook Terrace  
17W275 Butterfield Road  
Oakbrook Terrace, IL 60181

**PROJECT LOCATION:**

17W275 Butterfield Road  
Oakbrook Terrace, IL 60181

**PROJECT SIZE:**

36,000 SF

**PROJECT COST:**

\$11 Million

**COMPLETION DATE:**

October 2015

**PROJECT CONTACT:**

Wayne Holakovsky  
Police Chief  
630-941-8300

**PROJECT TEAM:**

Mark Bushhouse  
Scott Lange  
Carrie Kotera

**SERVICES PROVIDED:**

- Pre-Design
- Master Plan / Feasibility Study
- Grant / Referendum / Bond
- Basic A&E Design Services
- Interiors
- Construction Delivery Method:  
Construction Manager

## BURR RIDGE POLICE FACILITY

Burr Ridge, Illinois

**CLIENT:**

Village of Burr Ridge  
7660 County Line Rd.  
Burr Ridge, IL 60527

**PROJECT LOCATION:**

7700 County Line Rd.  
Burr Ridge, IL 60527

**PROJECT SIZE:**

22,400 SF

**PROJECT COST:**

\$5.2 million

**COMPLETION DATE:**

Fall 2010

**PROJECT CONTACT:**

John Madden  
Chief of Police  
630.323.8181

**PROJECT TEAM:**

Mark Bushouse  
Scott Lange  
Carrie Kotera

**PROJECT DELIVERY METHOD:**

General Contractor

**SERVICES PROVIDED:**

- Pre-Design
- Master Plan / Feasibility Study
- Grant / Referendum / Bond
- Basic A&E Design Services
- Interiors
- Construction Delivery Method:  
General Contractor



The Village of Burr Ridge retained Williams Architects to plan and design a new facility that would provide the Police Department with one location to house all of their administrative and record keeping needs while also providing spaces for investigative work, patrol officers and a detention facility. The station also has training facilities as well as an inviting public reception area to allow the police department to better serve the Village of Burr Ridge.

## LISLE POLICE STATION

Lisle, Illinois



The Village of Lisle's 38,300-square-foot police facility was planned and designed to meet the space needs of the department through the year 2020, and allow for expansion of the building. Designed in the Prairie Style, the two-story facility houses administrative, evidence handling and lock-up facilities, as well as an exercise room and a gun range. An indoor garage has space for eight squad cars. The design of the Police Station further compliments the Village Hall which is located in the nearby downtown.

### CLIENT:

Village of Lisle  
925 Burlington Ave  
Lisle, IL 60532

### PROJECT LOCATION:

5040 Lincoln Avenue  
Lisle, IL 60532

### PROJECT COST:

\$6.6 million

### PROJECT SIZE:

38,300 SF

### PROJECT STATUS:

Completed  
June 2000

### PROJECT TEAM:

Mark Bushouse  
Steve Mihelich

### SERVICES PROVIDED:

- Pre-Design
- Master Plan / Feasibility Study
- Grant / Referendum / Bond
- Basic A&E Design Services
- Interiors
- Construction Delivery Method:  
Construction Manager

## BARRINGTON PUBLIC SAFETY

Barrington, Illinois



The new Police Department was combined with the new Fire Facility to provide the Village with a reduced overall facility size and enhanced cost efficiencies. The facility includes approximately 40,000 SF total area for police and fire departments. The use of space between the two departments was fairly closely matched; however, clear zones of separation was established such that the apparatus zone was clearly for the fire department, and the basement zone of the building was exclusively for the police department to house their gun range, detention facility, locker rooms, evidence, and building support areas. As stated by the Village, "We now have the most modern, efficient, well designed building to house our operations. As a bonus, we now have the most attractive building in the area."

**CLIENT:**

Village Of Barrington  
206 South Hough  
Barrington, IL 60010

**PROJECT SIZE:**

40,000 SF

**PROJECT COST:**

\$6.5 million

**PROJECT STATUS:**

Completed February 2000

**PROJECT CONTACT:**

Jeff Lawler  
Village Manager  
(847) 304-3400

**PROJECT TEAM:**

Mark Bushouse  
Scott Lange  
Carrie Kotera

**PROJECT DELIVERY METHOD:**

Construction Manager

**SERVICES PROVIDED:**

- Pre-Design
- Master Plan / Feasibility Study
- Grant / Referendum / Bond
- Basic A&E Design Services
- Interiors
- Construction Delivery Method:  
General Contractor

# SUGAR GROVE POLICE STATION

Sugar Grove, Illinois

**CLIENT:**

Village of Sugar Grove  
10 Municipal Drive  
Sugar Grove, IL 60554

**PROJECT COST:**

\$20 million (estimated)

**PROJECT SIZE:**

65,000 SF

**PROJECT STATUS:**

On Hold Pending Funding

**PROJECT CONTACT:**

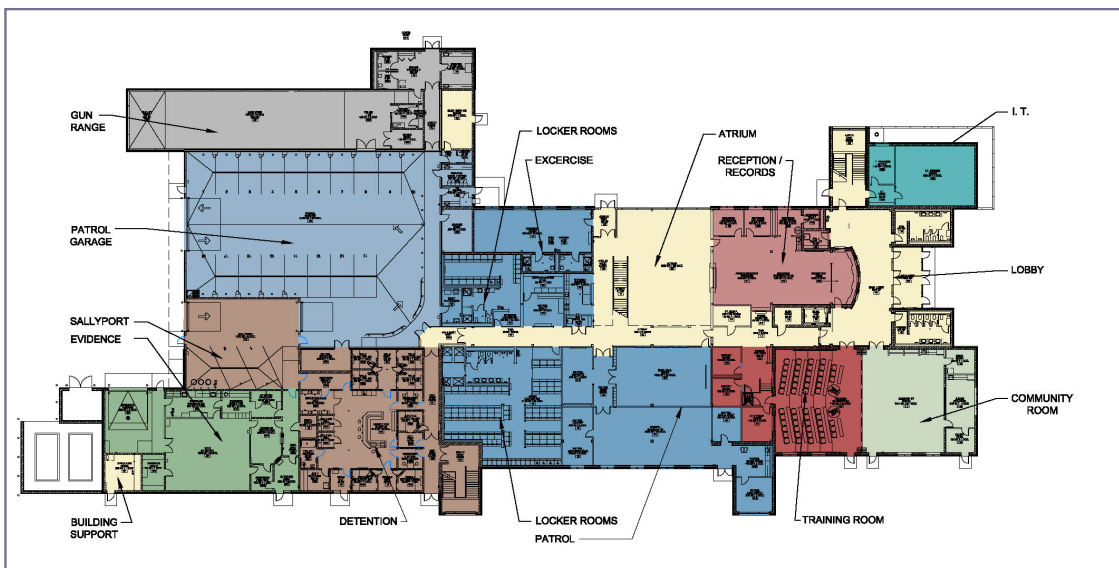
Pat Rollins  
Chief of Police  
630.446.4507 x31

**PROJECT TEAM:**

Mark Bushouse  
Andrew Caputo  
Carrie Kotera

**SERVICES PROVIDED:**

- Pre-Design
- Master Plan / Feasibility Study
- Grant / Referendum / Bond
- Basic A&E Design Services
- Interiors
- Construction Delivery Method:  
General Contractor



This 65,000 SF police facility has been designed to achieve a Silver LEED certification. This building will include administration, training and community meeting spaces, community education personal, investigations, patrol, detention, gun range, evidence patrol garage, and central gathering/lunch area. Williams Architects teamed with Cordogan Clark to provide full architectural, Engineering and Construction Management services for all this facility. McClaren Wilson & Lawrie, Inc. was involved as the police facility consultant on this project.



## DEERFIELD VILLAGE HALL

Deerfield, Illinois



The Village of Deerfield engaged Williams Architects as part of a design-build team to provide the design services for a significant expansion and renovation to the municipality's existing village hall along with renovation work to the existing facility. Important in the project was extending the Greek Revival-inspired architectural style of the existing structure to the 16,000-square-foot addition. The renovated and expanded building provides for the centralization of Finance, Community Development and Administration Department operations, as well as affords additional meeting space.

### CLIENT:

Village of Deerfield  
850 Waukegan Road  
Deerfield, IL 60015

### PROJECT LOCATION:

850 Waukegan Road  
Deerfield, IL 60015

### PROJECT SIZE:

16,000 SF Addition  
10,000 SF Remodeling

### PROJECT COST:

\$6 Million

### COMPLETION DATE:

Start Date: 2005  
End Date: Fall 2007

### PROJECT ROLE:

Prime Architect

### REFERENCE CONTACT:

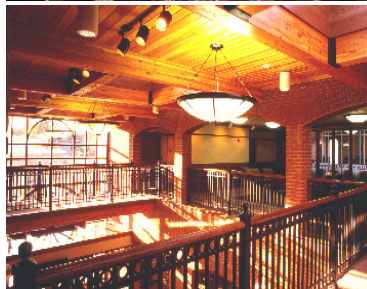
Phil Kiraly (former Asst. Village  
Manager)  
Currently Assistant Village  
Manager of Northbrook  
(847) 272-5050 x4222

### SERVICES PROVIDED:

- Pre-Design
- Master Plan / Feasibility Study
- Grant / Referendum / Bond
- Basic A&E Design Services
- Interiors
- Construction Delivery Method:  
General Contractor

## BARRINGTON VILLAGE HALL

Barrington, Illinois



Williams Architects was retained by the Village of Barrington to design the new village hall. The front façade of the new facility is a replication of the original structure. The balance of the exterior carries a design sympathetic to the predecessor's. A spacious two-story glass atrium pulls the public in from the street on one side of the village hall and the public parking on the other.

### CLIENT:

Village of Barrington  
206 South Hough  
Barrington, IL 60010

### PROJECT LOCATION

200 South Hough  
Barrington, IL 60010

### PROJECT SIZE:

24,000 SF

### PROJECT COST:

\$4.6 Million

### COMPLETION DATE:

Start Date: 1997  
End Date: July 2000

### PROJECT ROLE:

Prime Architect

### REFERENCE CONTACT:

Jeff Lawler  
Village Manager  
847-304-3411

### SERVICES PROVIDED:

- Pre-Design
- Master Plan / Feasibility Study
- Grant / Referendum / Bond
- Basic A&E Design Services
- Interiors
- Construction Delivery Method:  
General Contractor

## LISLE VILLAGE HALL

Lisle, Illinois



The 36,400-square-foot, two-story Lisle Village Hall was designed to accommodate government administration functions in anticipation of future village growth, and efficiently houses the municipality's business office, along with its building and zoning, human resources, finance and MIS/GIS departments. The Prairie Style building with a stepped-down height adjacent to a local park, was sited to provide a visual focal point to the street leading from the community's downtown business district. The building's exterior features brick in two tones, and details of pre-cast concrete to help visually create a scale compatible with pedestrian traffic. At the heart of the facility is a state-of-the-art boardroom, which features design elements that extend the design of the building's exterior.

### CLIENT:

Village of Lisle  
925 Burlington Avenue  
Lisle, IL 60532

### PROJECT LOCATION:

925 Burlington Avenue  
Lisle, IL 60532

### PROJECT SIZE:

36,200 SF

### PROJECT COST:

\$8.9 Million

### COMPLETION DATE:

Start Date: 2000  
End Date: June 2003

### PROJECT ROLE:

Prime Architect

### REFERENCE CONTACT:

Gerald Sprecher  
Village Manager  
630-271-4116

### SERVICES PROVIDED:

- Pre-Design
- Master Plan / Feasibility Study
- Grant / Referendum / Bond
- Basic A&E Design Services
- Interiors
- Construction Delivery Method:  
General Contractor

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## 32.1.3 KEY STAFF QUALIFICATIONS

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# ORGANIZATION CHART



**VILLAGE OF DOWNERS GROVE**

**VILLAGE HALL AND POLICE STATION**  
*Facility Needs Re-Evaluation and Development of Options for Facility Improvements*



**WILLIAMS<sup>®</sup>**  
**ARCHITECTS**  
 Architecture | Planning | Aquatics | Interiors



**MARK BUSHOUSE**  
Principal-in-Charge




**SCOTT LANGE**  
Project Manager



**CARRIE KOTERA**  
Interior Designer



**DON MATTHEWS**  
Civil Engineer



**STEVE TRIPHAHN**  
MEP Engineer



Cost Estimating  
Consultant

Although Williams Architects performs all of the architectural design / planning, interior design, cost estimating, project coordination and construction administration work in-house; we retain specialized consultants and engineers to assist as needed on our projects. We have long-standing excellent relationships with each of the consulting firms listed below and rely on them to provide the quality of services expected of our firm. We will work with the Village of Downers Grove in the final review and selection of the below noted consulting firms and consider additional consultant suggestions you may have.

## ARCHITECT

### **Williams Architects**

500 Park Boulevard, Suite 800  
Itasca, IL 60143  
Mark S. Bushouse, Principal-in-Charge  
(630) 221-1212  
[www.williams-architects.com](http://www.williams-architects.com)

## CIVIL ENGINEERING

### **Gewalt Hamilton Associates**

625 Forest Edge Drive, Vernon Hills, Illinois 60061  
Don Matthews, PE, CFM / Senior Engineer  
(847) 478-9700  
[www.gha-engineers.com](http://www.gha-engineers.com)

## M/E/P ENGINEERING

### **W-T Mechanical/Electrical Engineering**

2675 Pratum Avenue, Hoffman Estates, IL 60192  
Stephen Triphahn President  
(224) 293-6301  
[www.wtengineering.com](http://www.wtengineering.com)

## COST CONSULTANT

### **CCS International**

1815 S. Meyers Road, Suite 200, Oakbrook Terrace, IL 60181  
Clive Bransby  
630.678.0808  
[www.ccsdifference.com](http://www.ccsdifference.com)



## Our Design Philosophy

As a client-oriented firm, Williams Architects is committed to developing a thorough understanding of our clients and their project needs. We express a commitment to architectural design that emphasizes economy and efficiency, durability and imagination of design with patron appeal and satisfaction while establishing a visual project identity that reflects and respects our clients' personality.



Williams Architects, originally established in 1974, has become a recognized leader in public safety / municipal architecture. Our firm serves a range of clients as diverse as our projects, including more than 150 municipalities, park agencies, and local governmental bodies. Throughout all phases of each project, our senior management remains personally involved, which allows us to bring the more than 125 years of combined hands-on experience they represent to every facility.

For 41+ years, Williams Architects has demonstrated an in-depth understanding of the requirements for public safety and Village Hall facilities by developing innovative design solutions that incorporate the components necessary while introducing the most cutting edge technology to the final design. We have worked with a variety of operations and know all the right questions to ask to insure every facility meets the goals of our clients. Combined with our wide-ranging expertise in police and village hall architecture, this results in superb, custom-designed facilities that reflect the needs of our clients and their communities.

Our firm offers a **quality** comprehensive package of services, including options that can be tailored to meet project goals. We understand that **people** are the foundation for every project and therefore our projects express a commitment to architectural design excellence that emphasizes economy and efficiency, durability and imagination, patron appeal and satisfaction while establishing a visual project identity that reflects and respects our clients' personalities. We provide comprehensive **services** through a combination of in-house personnel and collaboration with complementary consultants.

### THE WILLIAMS MISSION STATEMENT

Williams Architects strives to be a high quality architectural firm as measured by its professional staff, its satisfied clients, its projects, and its success as a business.

#### NAME OF FIRM:

Williams Architects

#### CONTACT NAME:

Mark S. Bushhouse, AIA, LEED AP  
President  
msbushhouse@williams-architects.com

#### CORPORATE HEADQUARTERS:

500 Park Boulevard, Suite 800  
Itasca, IL 60143

#### FIRM TELEPHONE AND FACSIMILE:

Phone: 630.221.1212  
Fax: 630.221.1220

[www.williams-architects.com](http://www.williams-architects.com)

#### SATELLITE OFFICES:

Chicago, IL; Austin, TX;  
Columbus, OH

#### TYPE OF FIRM:

An Illinois Licensed Corporation  
- Mark Bushhouse / President  
- Tom Poulos / Vice President  
- Thomas LaLonde / Vice Pres.  
- Scott Lange / Vice President  
- Steve Mihelich / Vice President  
- Frank Parisi / Principal

#### YEARS IN BUSINESS:

41+ Years

#### NUMBER OF EMPLOYEES:

35

#### EMPLOYEES BY DISCIPLINE:

Architects: 15  
Technical Staff: 8  
Lead Aquatic Engineer: 1  
Marketing / Administrative: 5  
HR/Accounting: 2  
Interior Design: 2  
IT: 1  
Cost Estimator: 1

# COMPREHENSIVE SERVICES

Williams Architects provides comprehensive services consisting of:

## FEASIBILITY STUDIES

Analysis of existing buildings and/or sites to assess;

- Existing conditions / Facility audits
- Financial pro-forma
- Potential use
- Demographics
- Impact of zoning requirements
- Project costs

## MASTER PLANNING

- Development of data and design for project sites and facilities
- Establishment of initial and future phase requirements for access, parking, building placement, utility distribution and storm water control
- Definition of project components, including
  - Total Project Budget
  - Site Consideration/Analysis
  - Space Utilization
  - Space Requirements
  - Community Needs Analysis
  - Potential Future Needs and Goals
  - Schedule Outline
  - Recommendations
- Completion of an Existing Conditions Study, including
  - Tours of the existing building with mechanical, electrical, asbestos, and roofing consultants
  - Provision of an ADA evaluation
  - Cost estimates for any needed repairs
  - Written report of findings
- Typical Master Planning service provisions are:
  - Coordinated site planning options
  - Floor plans showing the physical layout and arrangement of existing facilities
  - Color presentation plans of the favorite design
  - Completed project budget estimates
  - Final black and white floor plan drawings, colored site plan drawing, and colored exterior elevation drawings mounted on boards for your future use
  - Attendance at one public presentation meeting for explanation of plans and drawings

## ALTERNATIVE BONDING, REFERENDUM AND GRANT SERVICES

Williams Architects has assisted clients in accurately proposing project costs in connection with successful bonding, referendum and grant projects. The firm has also produced brochures and presented projects at public presentations and committee meetings for this unique service offering.

## ADA SERVICES

Williams Architects has extensive knowledge of the Americans with Disabilities Act (ADA), and designs facilities to ensure accessibility to individuals with handicaps, and that meet compliance with code requirements. The firm has assisted local and national special recreation associations with ADA requirements and has presented seminars to train their members about specific code requirements. Williams Architects has extensive expertise in making modifications to municipal facilities to meet ADA requirements.

## ARCHITECTURAL PROGRAMMING

- Research, development and presentation of data
- Definition of building areas, function and spatial relationships
- Identification of requirements for future phased development

## ARCHITECTURAL SERVICES

- Schematic Drawings
- Design Development
- Construction Documents
- Design-Build Options
- Bidding and Negotiation of General Construction and CM Contracts
- Field Monitoring during construction
- Administration of Construction Contracts
- Final Acceptance Procedures prior to Owner Occupancy
- Design, coordination and presentation of project plans to zoning and planning officials as required
- Presentation of projects for public referenda as required

## REVIT / COMPUTER-AIDED DESIGN/DRAFTING

- Design Drawings
- Three-dimensional project representation
- Computer renderings and animation of site and structure designs
- Contract Documents

Williams Architects applies other automated systems to assist in the delivery of high-quality technical and professional service to our clients, including computerized specifications systems, cost estimating and project accounting.

# COMPREHENSIVE SERVICES



Our designers customize solutions to meet your specific needs, goals, schedules and budgets.

From the initial space plan through implementation our designers will guide and engage you through each stage of the creative process. With the collaboration of our skilled staff and communication with our clients, Williams Interiors delivers solutions that inspire and unite. Interior design services include:

- Programming
- Space Planning
- Budgeting
- Material and Finish Selection
- Furniture Selection
- Furniture Bid Documents & Specifications
- Signage and Artwork Selection
- Inventory of Existing Fixtures, Furnishings and Equipment
- Computer Renderings
- Design Development
- Construction Documents
- Construction Administration
- Project Management



Williams Estimating offers a range of pre-construction services that can assist owners,

architects or contractors in construction cost estimating and management, as well as project scheduling and phasing.

## ENGINEERING SERVICES

- Coordination of all civil, structural, mechanical, electrical, and aquatic engineers
- Selection of any special consultants

## SUSTAINABLE DESIGN / LEED SERVICES

We are committed to maintaining our fragile environment by designing building systems that use material, energy and water efficiently, and which focus on avoiding health issues stemming from indoor environmental quality. We embrace the principles outlined by the U.S. Green Building Council and which are embodied in the LEED (Leadership in Energy and Environmental Design) Green Building Rating System®. The following benefits are achievable through sustainable design:

- Extended durability
- Safeguarding water supplies
- Enhanced occupant comfort
- Energy and water savings
- Reduced maintenance costs
- Revenue from recycling
- Conservation of natural resources
- Elimination of waste and pollution
- Preparation for future regulatory legislation
- Positive public relations

## KEY PROFESSIONALS

# MARK S. BUSHHOUSE, AIA, LEED® AP

## President | Managing Principal

### Role: Principal-in-Charge

As Principal-In-Charge, Mark will be the assigned project executive for this project and will have overall personal responsibility for this project. Mark joined Williams Architects in March 1987 and leads the firm's municipal architecture practice. He has project planning, budgeting and architectural oversight responsibilities. Mark will serve as the prime client contact and be personally involved with the space programming review, budgetary options, planning, meetings and presentations. His demonstrated project leadership and effective cost control will allow our team to create a well planned, cost conscious solution for your facility. A brief list of his career experience is listed below.

- City of Ankeny, IA– Fire and Police Space Needs Analysis
- Village of Arlington Heights – Fire Department Headquarters Master Plan
- Village of Barrington – Police, Fire, and Village Hall Facilities
- Barrington, Countryside Fire Protection District – Fire Station
- Village of Bartlett - Police Planning
- City of Batavia - Master Plan
- Village of Bedford Park – Fire Station No. #3
- Village of Burr Ridge - Police Facility
- Village of Carpentersville – Village Hall, Police & Public Works Master Plan, Public Works Facility
- Village of Clarendon Hills – Public Works Facility Renovation
- City of Deerfield – City Hall Renovation and Addition
- City of DeKalb – Police Master Plan
- Downers Grove Fire Department – Headquarters Facility, Municipal Planning
- City of Geneva – City Hall Master Plan
- Village of Glen Ellyn - Public Works and Village Hall Remodeling
- Village of Glencoe - Municipal Center - Police Department Renovation
- Village of Glendale Heights - New Senior Center
- Village of Glenview – Fire Station # 6, Village Hall & Police Addition / Renovation Plan
- Hamilton Partners – Northwest Athletic Club
- Hamilton Partners – One Pierce Place Fitness
- Hamilton Partners – Conference Centers
- Highland, (City of) – Police, EMS & Fire Facility
- City of Highland Park – Fire Dept. Headquarters Facility, Golf Country Club Remodeling
- Village of Hoffman Estates – Village Hall Master Plan
- Huntley Fire Protection District - Fire Station
- Lake County Forest Preserve District - Existing Facilities Review
- Village of Lisle – Village Hall and Police Facilities
- Village of Morton Grove - Police and Village Hall Planning
- Village of Mundelein – Police Facility Design Review
- Village of North Aurora – Village Hall and Police Master Plan
- City of Oakbrook Terrace - City Hall and Police Station
- Village of Oak Brook - Village Hall and Police Master Plan
- Village of Palatine - Satellite Fire Station
- Village of Richton Park – Police, Fire, Village Administrative & Recreation Master Plan
- Village of Riverwoods - Lincolnshire/Riverwoods Fire Protection District Fire Station
- City of Rolling Meadows – Village Hall and Police Master Plan
- City of Sandwich - Police Facility Planning
- Village of Schaumburg – Fire Stations #1, #2 and #3
- Village of Skokie – Fire Stations 16, 17 & 18
- Skokie Park District – Historic Fire Station Renovation
- Village of Sugar Grove – New Police facility and Municipal Master Plan
- Village of Summit – Police Facility Master Plan and full Design Documents
- City of Warrenville – Feasibility/Master Plan, Police and Administration
- City of West Chicago – Municipal Facilities Master Plan/New Police Station
- City of Wheaton – City Hall Master Planning, Fire Department Headquarters
- Village of Wheeling - Fire Station No. 24, Police Department Master Plan
- Village of Willowbrook– Public Works, Police, Village Hall, and Rec Facility Master Plan
- Village of Woodridge - Police and Public Works Planning
- United City of Yorkville – City Hall and Police Master Plan



#### INDUSTRY EXPERIENCE

30 Years

#### EDUCATION

University of Illinois, Chicago  
Bachelor of Architecture, 1982

#### LICENSURE/MEMBERSHIPS

Licensed Architect in the States of: Illinois, Wisconsin, Iowa, Kansas, Missouri

American Institute of Architects (AIA) Northeast Chapter Member

National Council of Architectural Registration Boards (N.C.A.R.B.) Certified

LEED® Accredited Professional

American Public Works Association Member

International Association of Chiefs of Police Member

IL Fire Chiefs Association Member

# SCOTT LANGE, AIA, LEED AP

## Vice President | Principal

### Role: Project Manager

Scott joined Williams Architects in 1994 and is a licensed architect in the State of Illinois. Even though a Principal with ownership responsibilities in the firm, he often performs the role of project manager and project architect for specific projects. Scott is responsible for establishing firm-wide uniformly high production standards for design and contract documents and oversees the Quality Assurance process. He is thoroughly familiar with the entire architectural process and possesses managerial skills with respect to leading, and directing activities of all project team personnel while monitoring budget, scheduling, technical production and ensuring adherence to client goals. Throughout Scott's tenure with Williams Architects, he has consistently sought to ensure the client's goals for their projects are met at every project milestone. A brief highlight of the projects he has been involved with is listed below.

#### RELEVANT EXPERIENCE

- Addison Park District (in association with NESDRA) - Family Aquatic Center, Recreation Complex
- Barrington (Village of)– Public Safety Facility, Village Hall
- Bartlett Park District – Bartlett Community Center
- Bartlett Veterans Association - Veteran's Memorial
- Village of Bartlett - Police Department Planning
- Bedford Park (Village of) – Fire Station No. 2 & No. 3
- Burr Ridge (Village of) - New Police Facility
- Deerfield (Village of) - Village Hall Remodel & Expansion
- Downers Grove (Village of) - Fire Station No. 2 Headquarters
- DuPage County - Architect on Call
- Elgin (City of) Parks & Recreation Department – The Centre of Elgin
- Elmhurst Park District – East End Pool, Wilder Mansion Renovation, Wagner Community Center, Courts Plus Fitness Center Renovation
- Elmhurst (City of) Elmhurst Museum - Historic Churchville School House Addition
- Geneva Park District – Geneva Community Center expansion, Peck Farm Master Plan, Sunset Aquatic Center Expansion
- Glenview Park District – Ice Center addition and Renovation
- Glenview, IL (Village of) – Fire Station # 6, Village Hall & Police Addition / Renovation Plan
- Hamilton Partners – Athletic Club Renovation
- Highland (City of) - Highland Public Safety Facility
- Highland Park (City of) – Fire Department Headquarters Facility
- Hoffman Estates (Village of) – Police Facility Master Plan
- Huntley Fire Protection District - Fire Station No. 4 (LEED Certified)
- Immaculate Conception High School - Plunkett Field Renovation
- Lake County - Multi Departmental Storage Facility
- Lisle Park District - New Recreation Center Design / Referendum Services
- Village of Morton Grove - Police and Village Hall Planning
- Naperville Park District – Centennial Beach Redevelopment
- Northbrook Park District – Recreation Center
- Oakbrook Terrace (City of) - New Police and Renovated City Hall
- Ohio University - Zanesville, OH - Muskingum Recreation Center
- Palatine (Village of) - Fire Station No. 81
- Riverwoods (Village of) - Fire Protection District Fire Station, Police Facility Master Plan
- Sandwich (City of) - Police Department Planning
- Schaumburg (Village of) Fire Department – Fire Stations No. 51, 52 and 53
- Skokie Park District - Skatium Expansion / Renovation
- Skokie (Village of) – New Fire Station No. 17, Fire Station No. 16 & 18 Expansion/Remodel
- Wheeling (Village of) - Fire Station No. 24
- Willowbrook (Village of) - Village Hall; Police Facility Renovation;
- Wilmette Park District – Centennial Park Family Aquatic Center, Tennis and Ice Center Remodel, Wilmette Golf Course Clubhouse, Community Recreation Center Expansion and Remodel
- Winfield Park District – Beggs Activity Center Expansion
- Village of Woodridge - Municipal Campus Feasibility Study
- York Park District - Recreation Center Expansion



#### INDUSTRY EXPERIENCE

28 Years

#### EDUCATION

De Paul University, Chicago, IL  
Bachelor of Arts

University of Illinois at Chicago,  
Chicago IL  
School of Architecture

William Rainey Harper College  
Palatine, IL  
A.A.S. Architectural Technology

#### LICENSURE/MEMBERSHIPS

Licensed Architect in the state  
of Illinois

American Institute of Architects  
(AIA), Northeast Chapter  
Member

LEED® Accredited Professional

Construction Specifications  
Institute, Home Chapter 134  
Northern Illinois

# CARRIE A. KOTERA

## Director of Interiors

### Role: Interior Designer

Carrie joined Williams Architects in April 2006. Her experience encompasses interior design work for commercial, recreational, and municipal facility projects. She offers clients quality interior design talent and experience in with the benefits that in-house services afford. Projects in which Carrie has been involved during her association with Williams Architects are:

- Addison Public Library - Needs Assessment and Reconfiguration Plan
- Arlington Heights, IL Park District - Pioneer Park Community Center Renovation & Expansion
- Barrington, IL Park District - Langendorf Community Center, Children's Workshop
- Burbank Park District - Stevenson Recreation Center
- Burr Ridge, IL (Village of) - Police Facility
- Carol Stream, IL Park District - Simkus Center Remodeling & Park District Building Interiors Standards, Fountain View Recreation Center
- Carmel Clay Parks & Recreation - Monon Recreation Center Interiors
- Carpentersville, IL (Village of) - Public Works Facility
- Continental Towers - Athletic Club Renovations
- Downers Grove, IL (Village of) - Fire Station No. 2 Headquarters
- Elk Grove Park District - Parks & Planning Maintenance Facility
- Elmhurst Park District - Wilder Mansion
- Forest Park, Park District of - Roos Property Redevelopment
- Forest Preserve District of Kane County - Creek Bend Nature Center
- Geneva, IL Park District - Stephen D. Persinger Recreation Center
- Geneva, IL Park District - Sunset Community Center Interior Renovations
- Genoa Township Park District - Fitness Remodel
- Glendale Heights, IL (Village of) - Senior Center
- Glenview, IL Park District - Park Center Interior Renovations
- Glenview, IL (Village of) - Fire Station No. 6, Village Hall and Police Station
- Hamilton Partners - Northwest Athletic Club
- Highland Park, IL (City of) - Fire Headquarters Facility
- Kane County Forest Preserve District, IL - Ice Rink Main Lobby, Nature Center
- Lake County Forest Preserve District, IL - Operations and Public Safety Facility
- Lisle, IL Park District - Community Center
- Maryland-National Park & Planning Commission - Southern Area Association Recreation Center, Prince George County, MD
- McHenry County Conservation District - Glacial Park Lost Valley Visitor Center
- Muskingum, OH - Recreation Center
- Naperville Park District - Centennial Bathhouse Improvements; Fort Hill Activity Center; Knoch Park Maintenance Facility;
- Naperville Public Library - Nichols Library Renovation
- Nonni's - Office Interiors
- Northfield Park District - Recreation Center Expansion
- Oak Park, IL (Park District of) - Gymnastics Recreation Center
- Oakbrook Terrace (City of) - Police and City Hall
- Palatine (Village of) - Fire Station
- Poplar Creek Public Library District - Main Branch Renovation
- President's Plaza Health Club - Renovation
- Skokie, IL Park District - Exploritorium Renovation, Skatium Renovation
- St. Charles, IL Park District - Hickory Knolls Environmental Education Center
- Streamwood Park District - Park Place Reception
- Streamwood, IL Park District - Park Place Reception
- Sugar Grove, IL Police - New Village Hall & Police Station
- Willowbrook, IL (Village of) - Village Hall and Police Station Remodeling
- Wilmette, IL Park District - New Golf and Country Club, Centennial Park Tennis Remodel
- Woodridge Park District - Village Greens Clubhouse Renovation; Athletic Recreation Center



#### INDUSTRY EXPERIENCE

13 Years

#### EDUCATION

Illinois Institute of Art,  
Schaumburg, Illinois  
Bachelor of Fine Arts

# CIVIL ENGINEER

## GHA TEAM ADVANTAGE

With a municipal background spanning more than three decades, GHA is no stranger to working along side village staff and council members in service of residents and business owners. GHA currently serves as the full-time Village or City Engineer to 12 communities in the Chicagoland region, and regularly assists nearly 40 additional municipalities with capital improvements, plan reviews, watershed development enforcement, traffic consulting, and a plethora of other services.

More than a municipal consultant, the firm's site designs have won numerous awards for sustainability and stormwater management. With a Certified Wetland Specialist (CWS) on staff, as well as seven Certified Floodplain Managers (CFM) and two LEED Accredited Professionals (LEED AP), it's no surprise that GHA has been so successful in water resources management on even the most challenging sites, including those containing Waters of the US, ADID Wetlands, floodplains, floodways, Localized Poor Drainage Areas (LPDA), and more. The firm's expertise in these particular areas will be of critical importance in the development of this specific project. Although the site is not identified as a mapped floodplain by FEMA, the presence of a LPDA imposes additional development requirements. The wetland at the southeast corner of the project area will also need to be addressed. GHA has the experience to move the Village and the Design Team swiftly through these challenges.

Not only is GHA exceptionally qualified to address all on-site design considerations, the firm's Transportation Division provides the roadway design and traffic signal engineering to address the off-site components of the project. GHA is prequalified with IDOT for Roads and Streets, Traffic Studies, Traffic Signals, Signal Coordination and Timing (SCAT), Construction Inspection, as well as ten additional categories. No other firm has the depth and range of qualifications and experience to guide the Team through both the on- and off-site improvements, from planning through design and construction.





625 Forest Edge Drive, Vernon Hills, IL 60061

TEL 847.478.9700 ■ FAX 847.478.9701

www.gha-engineers.com

## *Walter E. Graft, P.E.*

### *Associate / Senior Engineer*

#### *Experience*

Walter E. Graft, Senior Engineer, is a Professional Engineer. He has over 24 years of experience as a Civil Engineer, beginning his career at Gewalt Hamilton Associates, Inc. Walt has concentrated his focus on municipal engineering, school, hospital, park, and commercial site development, and stormwater management.

#### *Municipal Buildings & Public Safety Facilities*

Mr. Graft has served as Project Manager, Project Engineer and Designer on several municipal facility projects. Work has included planning, design and construction of new sites and associated improvements, including stormwater and drainage, off-site roadway and site access, and traffic signal modification.

- Wheeling Fire Station #24
- Glenview Fire Station #6 – Under construction
- Glenview Police Station Renovation / Expansion & New Village Hall – Under Construction

#### *Northwest Community Hospital, Arlington Heights*

GHA has served as the Hospital's civil, site, traffic and parking engineer since 1993. Mr. Graft served as the Project Engineer for all of the west redevelopment phases, including the day surgery expansion in 2002, as well as the east redevelopment phases from 2006 through 2011. The west campus redevelopment included the addition of a four-story hospital addition, 1100-stall parking structure, an independent 77,000sf Health and Wellness Center, onsite power plant, reconstruction and configuration of the surface parking, and extensive utility systems relocation. The east development consisted of an eight-story patient care addition, 700+ stall parking structure, covered ambulance drive and extensive utility systems relocation. GHA also provided site traffic access improvements, improved traffic circulation, and a second signalized entrance.

#### *Barrington Community Unit School District 220*

Mr. Graft has served as the Project Engineer for the Barrington Community Unit School District 220 (CUSD 220) since 1998. Projects have included the multi-phase Barrington High School campus reconstruction, existing teardowns and new site developments at Countryside and Roslyn Road Schools, offsite traffic improvements at Barrington High School and Prairie Middle School, and site improvements at Station Middle School, Arnett C. Lines, Hough, Grove, Prairie Middle School and Sunny Hill School. Mr. Graft was also the Project Engineer for the Barrington High School Stadium renovation, which included construction of new bleachers, storage buildings, concession stands, 8-lane international brokenback track, field events, and synthetic turf field.

#### *Water Distribution System Analysis*

Mr. Graft has served as Project Manager, Project Engineer, and Project Modeler on numerous projects for GHA clients in need of water distribution system assistance. Past projects have included complete model setup, field testing and calibration of village systems, alternate supply studies, system fire and transmission studies, and system planning.

- Village of Mettawa – System Model and Planning
- Village of Lincolnwood – Water Analysis and System Improvements
- Village of Riverwoods – System Planning
- Village of Bannockburn – System Model and Improvements
- Village of Northfield – Transmission Replacement Analysis, Water Analysis and Alternative Supply Review, and System Model and Improvements

#### *Education*

Bachelor of Science in Civil Engineering, Bradley University, 1989, magna cum laude

#### *Professional Registration*

Illinois Licensed Professional Engineer #062-048837

#### *Memberships*

National and Illinois Society of Professional Engineers

American Society of Civil Engineers (ASCE)

American Public Works Association (APWA)





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www.gha-engineers.com

## *Irma A. Terry*

### *Senior Environmental Consultant*

#### *Experience*

Ms. Terry is an accomplished Environmental Professional with expertise in managing projects involving compliance with federal, state and local regulations, including wetlands and stormwater permitting. She is an environmental consultant for wetlands, environmental assessment, and forestry in the states of Illinois, Indiana, Michigan, Ohio and Wisconsin. Her strengths include coordinating activities on several levels for project completion while meeting cost and schedule goals. She regularly serves as project manager for wetland assessments, environmental impacts, and permitting, incorporating environmental constraints into engineering projects. Ms. Terry has also served as project manager for ecological accounts, and been responsible for wetlands and forestry projects within a natural resources department.

#### *Regulatory Compliance*

Project Manager for private and public projects involving compliance with federal, state, and local wetlands and stormwater regulations including Clean Water Act Section 404 and 401 permit applications.

#### *Wetland Mitigation, Enhancement and Preservation*

Project Manager for environmental assessments and environmental studies as part of federal and state funded projects involving wetland delineations, impact assessments, review, and permitting.

Project Manager for numerous wetland delineation and permit requirements for various projects in northeast Illinois. Designed wetland mitigation plans; wrote planting specifications, management, and monitoring plans. Designed and collaborated with engineers, architects, and planners on best management practices (BMPs) for developments, road and utility projects.

Wetland Review Specialist and wetland consultant for several municipalities in Cook, Kane, Lake, and DuPage counties, including review of wetland permit applications.

Conducted mitigation and enhancement implementation site reviews and construction oversight in environmentally sensitive areas in compliance with permit requirements.

#### *Forestry Consulting*

Forestry consultant to several municipalities for hazard tree evaluations, GIS tree inventories, storm damage assessments, preservation, planting, and management plans.

#### *Road and Highway Projects*

Authored agricultural, forestry, and water quality impact sections for draft Environmental Impact Statement for proposed federal and state highway projects.

Project Manager for environmental portion of road projects for county, state and private developments requiring Section 404 permit submittal.

#### *Various Dam Reconstruction Projects*

Served as Technical Lead on portions of Environmental Impact Statements for dam reconstruction projects; managed subcontractors for forestry, air quality, and aquatic studies.

#### *US Army Corps of Engineers – Orland Tract Project*

Project Manager responsible for managing subcontract execution, including scope, budget and schedule, and progress reports. Authored SWPPP, Environmental Health & Safety, and Quality Control plans for USACE compliance.

#### *Education*

Bachelor of Science, Natural Resources Management, Southern Illinois University

Graduate Certificate, Leadership in Sustainable Management, University of Chicago

Wetland Delineation Procedures, Wetland Training Institute

Wetland Mitigation Design, Wetland Training Institute

Certificate, Technical Writing, DePaul University and American Management Association

#### *Professional Registration*

Certified Wetland Specialist, Lake County, IL #C-026

Qualified Wetland Review Specialist, Kane County, IL #W-006

Certified Forester, Society of American Foresters

Certified Wetland Specialist, McHenry County, IL

Certified Forester, Society of American Foresters

Certified Arborist, International Society of Arboriculture

#### *Memberships*

Illinois Association of Environmental Professionals

Wisconsin Wetland Association

Society of Wetland Scientists



CONSULTING ENGINEERS

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www.gha-engineers.com

## ***Daniel P. Brinkman, P.E., PTOE***

***Associate/Senior Transportation Engineer***

### ***Experience***

Daniel P. Brinkman is a Licensed Professional Engineer with over 17 years of experience in the traffic engineering and transportation planning fields. His experience covers both the public and private sectors, with clients including County and State Highway Agencies, municipalities, retail and residential developers, school districts, park districts and hospitals/medical centers.

#### ***Traffic Engineering***

Conducted Traffic Impact Studies (TIS) in over 60 Illinois municipalities, primarily in the six-county Chicagoland area. Evaluated and designed site plan elements (e.g. parking facilities, access intersections, and internal circulation) for retail/commercial centers, residential communities, office parks, industrial/business parks, school districts, hospitals/medical centers, mixed-use developments, and recreational facilities.

Provided expert testimony at Public Hearings in Illinois.

#### ***Traffic Signal and Roadway Design***

Conducted/reviewed numerous Traffic Signal Warrant studies and Intersection Design Studies (IDS). Experienced with designing new intersections as well as renovations of existing signalized intersections. Experienced in planning and design of roadway improvements and traffic signals for both new and existing developments.

#### ***Transportation Planning/Municipal Consulting***

Managed comprehensive planning and corridor studies, conducted development reviews, and performed special topic investigations for many municipalities, such as Northbrook, Crystal Lake, Lake Forest, Lisle, Burr Ridge, Mundelein, Arlington Heights and Volo.

Supports GHA staff that serve as Municipal Engineers for over a dozen communities, primarily in the Lake and north Cook County area.

#### ***Preliminary Engineering for Federally Funded Projects***

Managed both Locally and Federally funded Preliminary Engineering (Phase I and Phase II) assignments for County Highway Agencies and Municipalities including a variety of projects ranging from Safe Routes to School (SRTS) improvements to complete reconstruction of roadways. Experienced in the NEPA processing and completing Project Development Reports for Categorical Exclusion (CE-I and CE-II) projects. Experienced in presenting to IDOT BLRS and joint BLRS / FHWA meetings seeking Design Approval. Has Participated in numerous Open House Public Information meetings as well as formal Public Hearings for proposed improvements.

#### ***Expert Witness***

Mr. Brinkman has overseen and prepared or assisted with production of Engineering Specialty Reports for multiple projects involving Eminent Domain and Land Acquisition. He has provided expert testimony for numerous cases on behalf of multiple clients, including the Illinois Department of Transportation, municipal governments, and private property owners in Cook, Will, DuPage, and McHenry Counties. Cases have included Eminent Domain / Condemnation, Highway Improvements, Roadway Safety, and Zoning.

### ***Education***

Bachelor of Science in Civil Engineering, University of Illinois at Chicago; 1996

### ***Professional Registration***

State of Illinois Licensed Engineer  
#062-55293

Professional Traffic Operations  
Engineer (PTOE) # 1253

### ***Memberships***

Institute of Transportation Engineers  
(ITE)

American Society of Civil Engineers  
(ASCE)

ASCE Transportation and  
Development Institute

International Municipal Signal  
Association (IMSA)

## Mei Zhu, P.E., CFM, LEED AP

### Senior Engineer



625 Forest Edge Drive, Vernon Hills, IL 60061

TEL 847.478.9700 ■ FAX 847.478.9701

[www.gha-engineers.com](http://www.gha-engineers.com)

### Experience

Mei Zhu is a Registered Professional Engineer and a Certified Floodplain Manager practicing for 17 years as a Civil Engineer. Ms. Zhu has concentrated her career on site development and water resources engineering, specializing in design, permitting and construction of stormwater management facilities, best management practices, stormwater conveyance systems for site development, and roadway projects. Ms. Zhu has been in the employ of Gewalt Hamilton Associates, Inc. (GHA) since 2000 and became an Associate with the firm in 2009.

#### *Doerhoefer Park, Downers Grove*

Designed the stormwater management systems to provide detention for a new 57-space parking lot, a shelter, a new access drive and pathways. Due to the site being designated as a Localized Poor Drainage Area (LPDA) by the Village, drainage analysis was performed to ensure that the improvements do not adversely impact surrounding properties. Best management practices have been utilized including permeable paver parking lot, native planted swales and detention basin.

#### *Fairview Village, Downers Grove*

Designed the stormwater management facilities to support the major campus improvements including new independent living building wings, five-story skilled nursing facility, additional parking lots and roadways. Stormwater analysis included modeling the 101-acre existing watershed and enlarging the existing pond to conform to the Village and DuPage County Countywide Stormwater and Flood Plain Ordinances.

#### *Waukegan Community Sports Complex*

Designed the stormwater management facilities for a new community sports park on an existing 140-acre golf course in Waukegan, Illinois. Site design included 16.5 acres of native plantings, bioswales and rain gardens to provide additional beauty and water quality treatment. Due to the presence of regulated wetlands and regulatory floodplains, the stormwater detention facilities were designed to meet the special regulations by ACOE, the IDNR, and Lake County SMC. Furthermore, due to the proximity of the Waukegan Regional Airport, the detention facilities were designed within specific drawdown time. This project received the Lake County Stormwater Management Commission's 2011 BMP/Development Project of the Year Award.

#### *Palatine Hills Golf Course Drainage Study, Palatine*

The Arlington Heights Branch of Salt Creek flows through the course, inundating large portions of the playing area during storms as small as a 6-month event. GHA studied the regulatory Flood Insurance Study and the recently completed MWRD model of the Creek to develop improvements which would protect the course without adversely impacting adjacent properties. The HEC-RAS model was enhanced to include detailed topography and creek sections, while the downstream Hamilton MWRD Reservoir was assessed. Potential improvement plans were developed, including an assessment of the level of protection offered by the improvements and their estimated construction cost.

#### *Panduit World Headquarters, Tinley Park*

The new 52-acre Panduit World Headquarters has pursued LEED Gold Certification with various sustainable design elements including two naturalized detention basins, a roof garden, rainwater harvesting system, creation of wetlands for stormwater infiltration, pervious surfaces, and bioswales.

### Education

Bachelor of Science, Civil Engineering, Tongji University, 1987

Master of Science, Civil Engineering, Xi'an Institute of Metallurgy and Construction Engineering, China, 1990

Master of Science, Civil Engineering, Louisiana State University, 1996

### Professional Registration

Illinois Licensed Professional Engineer #062 056576

Certified Floodplain Manager

LEED AP, US Green Building Council

Certified Professional in Erosion and Sediment Control, International Erosion Control Association

Designated Erosion Control Inspector, Lake County Stormwater Management Commission

### Memberships

American Society of Civil Engineers

Illinois Association for Floodplain and Stormwater Management

International Erosion Control Association

## MEP ENGINEER

## PROFILE




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**W-T MECHANICAL / ELECTRICAL  
ENGINEERING, LLC**


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MECHANICAL AND ELECTRICAL ENGINEERS

## W-T MECHANICAL / ELECTRICAL ENGINEERING, LLC.

Award-winning W-T Mechanical / Electrical Engineering, LLC provides clients with a one-stop company to help maintain the integrity of all projects from start to finish. By incorporating all needed engineering disciplines, each customer receives the most efficient and cost effective solution for each respective project. W-T Mechanical / Electrical Engineering, LLC offers solutions to a variety of industry challenges, from architecturally creative designs to designing retro-fit work such as HVAC and pool equipment.

Cutting edge computer technology is used to create special designs for various park district facilities, health and financial institutions, village halls, car washes, police stations, fire stations, restaurants and condominium buildings. With more than 41 years of experience developing engineering systems for heating, cooling, ventilating, plumbing, electrical and fire protection, W-T Mechanical / Electrical Engineering, LLC ensures design consistency, clarity and accuracy in the most cost and time efficient manner.

W-T Mechanical / Electrical Engineering, LLC offers park district, municipal, commercial and residential clients top quality performance and service. By taking the time to learn a client's goals, W-T Mechanical / Electrical Engineering, LLC ensures all customer needs are met with satisfaction beyond expectations.

One Source.  
Infinite Solutions.

# RESUME



**W-T MECHANICAL / ELECTRICAL  
ENGINEERING, LLC**

MECHANICAL AND ELECTRICAL ENGINEERS



**Stephen T. Triphahn**  
**W-T Engineering, Inc. - President and CEO**  
**W-T Mechanical / Electrical Engineering, LLC**  
**President**

Steve has over thirty four (34) years experience as a project leader directly responsible for over seeing the design for all mechanical and electrical systems that W-T Mechanical/Electrical Engineering, LLC. accepts. Steve is a past President of the Chicago Regional Chapter of the American Society of Plumbing Engineers. He also served on his Village Historical Commission for over ten (10) years.

## **Education**

Harper College  
 Associate Degree - Mechanical Engineering  
 Palatine, Illinois

## **Professional Affiliations**

- American Society of Heating, Refrigeration & Air Conditioning Engineers
- American Society of Plumbing Engineers
- National Fire Protection Association

## **Project Experience**

- Bartlett Police Station - Bartlett, IL
- Morton Grove Village Hall & Police Station - Morton Grove, IL
- Carol Stream Village Hall & Police Station - Carol Stream, IL
- Willowbrook Village Hall & Police Station - Willowbrook, IL
- Oakbrook Terrace Village Hall & Police Station - Oakbrook Terrace, IL

# RESUME



**W-T MECHANICAL / ELECTRICAL  
ENGINEERING, LLC**

MECHANICAL AND ELECTRICAL ENGINEERS



**Mark Ventrelli, PE**  
**Vice President**  
**W-T Mechanical / Electrical Engineering, LLC**

Mark has more than twenty (20) years of experience in the Mechanical Engineering field. His responsibilities include initial systems design and preparation of complete contract documents, coordination in the field and with other trades, specifications and all duties through the construction phase. He specializes in commercial, residential and industrial HVAC systems including heating, cooling, ventilation, refrigeration, hydronic and piping systems.

## **Education**

Northern Illinois University, 1989  
Bachelor of Science - Mechanical Engineering

## **Professional Registrations**

**Professional Engineer (PE)** - Illinois, Iowa, Indiana, Wisconsin, Michigan, Kentucky, Virginia, Texas, Ohio, Arizona, Georgia, Florida, Wisconsin, Pennsylvania, Colorado, Washington, District of Columbia, Missouri, Oregon

## **Professional Affiliations**

- American Society of Heating, Refrigeration and Air Conditioning (ASHRAE)

## **Project Experience**

- Bartlett Police Station - Bartlett, IL
- Morton Grove Village Hall & Police Station - Morton Grove, IL
- Carol Stream Village Hall & Police Station - Carol Stream, IL
- Willowbrook Village Hall & Police Station - Willowbrook, IL
- Oakbrook Terrace Village Hall & Police Station - Oakbrook Terrace, IL

# RESUME



**W-T MECHANICAL / ELECTRICAL  
ENGINEERING, LLC**

MECHANICAL AND ELECTRICAL ENGINEERS



**Karl J. Streitenfeld**  
**Senior Electrical Engineer**  
**W-T Mechanical / Electrical Engineering, LLC**

Karl has over thirty two (32) years of experience in design, contracting, and management in the electrical field. Karl has extensive experience in lighting systems, power, service and distribution, fire alarm systems, sound systems, security systems, etc. for local government, commercial and institutional facilities. As our Senior Electrical Engineer, he will engineer and oversee all of our electrical projects and coordinate the work with all the parties involved. With his continuing experience, Karl provides estimates of profitable construction costs that are reliable and through.

### **Education**

McCormick Junior College  
Chicago, Illinois

Loyola University  
Chicago, Illinois

### **Professional Affiliations**

- National Fire Protection Association
- Illuminating Engineering Society (IES)
- National Electrical Association

### **Project Experience**

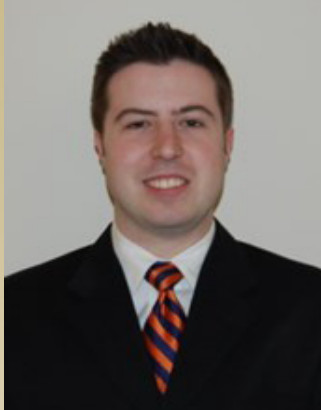
- Bartlett Police Station - Bartlett, IL
- Morton Grove Village Hall & Police Station - Morton Grove, IL
- Carol Stream Village Hall & Police Station - Carol Stream, IL
- Willowbrook Village Hall & Police Station - Willowbrook, IL
- Oakbrook Terrace Village Hall & Police Station - Oakbrook Terrace, IL

# RESUME



**W-T MECHANICAL / ELECTRICAL  
ENGINEERING, LLC**

MECHANICAL AND ELECTRICAL ENGINEERS



**Joe Hainaut, LEED AP  
Plumbing Engineer  
W-T Mechanical / Electrical Engineering, LLC**

Joe has five (5) years of experience in the plumbing field. His responsibilities include initial systems design and preparation of complete construction documents, coordination in the field and with other trades, specifications and all duties through the construction phase. He also has three (3) years of field experience in estimating, designing and managing plumbing projects.

## **Education**

Bachelor of Science in Mathematics  
University of Illinois at Urbana-Champaign, 2003

## **Professional Affiliations**

- American Society of Plumbing Engineers (ASPE)
- U. S. Green building Council (USGBC)

## **Project Experience**

- Bartlett Police Station - Bartlett, IL
- Morton Grove Village Hall & Police Station - Morton Grove, IL
- Carol Stream Village Hall & Police Station - Carol Stream, IL
- Willowbrook Village Hall & Police Station - Willowbrook, IL
- Oakbrook Terrace Village Hall & Police Station - Oakbrook Terrace, IL





## Firm Profile

CCS International, Inc., (CCS), is an independent consulting firm specializing in the preparation of construction cost estimates at all phases of design since 1979. CCS' corporate headquarters is located in Oakbrook Terrace, Illinois with branch offices in Bethesda, Maryland; Durham, North Carolina; and Houston, Texas.

CCS provides industry professionals with detailed, objective information that represents the scope, complexity and quality anticipated for their projects. We are dedicated to working with our clients to identify their needs and help them achieve their project goals. Scope control is the key to any successful construction project, and timely cost estimates are useful decision-making tools that serve as benchmarks to validate budgets as designs evolve. Our role as an independent cost consultant allows the owner, architect and other team members to function more productively and effectively in their own roles. CCS brings a diverse knowledge base to any project team. Our full-time staff of cost professionals has experience working on projects of all types and sizes and is comprised of Certified Professional Estimators, LEED Accredited Professionals, schedulers, and quantity surveyors. With specialists in all major construction disciplines including architectural, structural, civil, mechanical and electrical, we give design teams time to focus on what they do best. . . design.

CCS is a minority owned business and a small business registered with a variety of federal, state and city agencies as a Minority Business Enterprise (MBE) including the states of Illinois, Missouri, New York, Texas, Wisconsin, and the Commonwealth of Virginia.

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The background image is a close-up, high-angle shot of a desk. In the upper left, a portion of a silver calculator is visible, showing several dark grey buttons with white symbols like '+', '-', and '='. Below the calculator, a silver ballpoint pen lies diagonally across the frame. Underneath the pen is a white document with printed financial data. The document features several lines of numbers, some with plus signs, and some numbers are underlined with double lines. The overall color palette is a cool, light blue-grey.

## 32.1.4 COMPENSATION FOR ARCHITECTURAL SERVICES

31142.45  
+ 3542.55  
+ 1352.14  
+ 2100.36  
+ 854.94  

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38992.44

59.1  
1312.25  
954.36  
874.48  
689.45  

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30589.68

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# COMPENSATION FOR PROFESSIONAL SERVICES

Please see the separate sealed envelope marked "Project Fees" for Williams Architects' proposed compensation for professional services.

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# 32.1.5 REFERENCES

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## REFERENCES

Williams Architects strives to be a high quality architectural firm as measured by its professional staff, satisfied clients, projects, and success as a business. We encourage you to contact any of the references listed below in regards to our performance on similar projects. Many of our first time clients become "life-time" clients.

### Municipal Complex Feasibility Study Woodridge, Illinois



Williams Architects is currently assisting the Village of Woodridge with a Municipal Campus Feasibility Study. The goal of the study is to determine the size and location of a potential new Police Facility and new Public Works facility on the existing Municipal Building site in order to create a Municipal Campus for the residents of Woodridge.

**CLIENT:**

Village of Woodridge  
5 Plaza Drive  
Woodridge, IL 60517

**PROJECT COST:**

TBD

**PROJECT SIZE:**

TBD

**COMPLETION DATE:**

2015 (Study)

**PROJECT CONTACT**

Jeff Moline  
Assistant Public Works Director  
(630) 719-4754

- Pre-Design
- Master Plan / Feasibility Study
- Grant / Referendum / Bond
- Basic A&E Design Services
- Interiors
- Construction Delivery Method:  
TBD

### Glenview Village Hall and Police Department Glenview, IL



Renovation and addition to existing Police Department and relocated Village Hall.

**CLIENT:**

Village of Glenview  
1225 Waukegan Road  
Glenview, IL 60025

**PROJECT COST:**

\$7.24 Million

**PROJECT SIZE:**

17,000 SF Addition  
28,500 SF Renovation

**COMPLETION DATE:**

Est. April 2015

**PROJECT CONTACT:**

Don Owen  
Assistant Village Manager  
(847) 904-4370

- Pre-Design
- Master Plan / Feasibility Study
- Grant / Referendum / Bond
- Basic A&E Design Services
- Interiors
- Construction Administration
- Delivery Method: CM

### Burr Ridge Police Facility Burr Ridge, Illinois



The Village of Burr Ridge retained Williams Architects to design a new facility that would provide the Police Department with one location to house all of their administrative and record keeping needs while also providing spaces for investigative work, patrol officers and a detention facility. The station has training facilities as well as an inviting public reception area to allow the police department to better serve the Village of Burr Ridge.

**CLIENT:**

Village of Burr Ridge  
7660 County Line Rd.  
Burr Ridge, IL 60527

**PROJECT SIZE:**

19,900 SF

**PROJECT COST:**

\$5.1 Million

**COMPLETION DATE:**

September 2010

**CONTACT:**

John Madden  
Chief of Police  
(630) 323-8181

- Pre-Design
- Master Plan / Feasibility Study
- Grant / Referendum / Bond
- Basic A&E Design Services
- Interiors
- Construction Administration
- Delivery Method: CM

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# 32.1.6 SCHEDULE



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## SCHEDULE

We attribute our success in maintaining rigorous adherence to schedules to our ability to set realistic schedules with our clients or, alternatively, respond to pre-determined schedules by devising sensible and effective methods to organize project tasks. Collaboration among the client and Project Team is critical throughout the design phases and must begin with realistic schedule setting.

Our procedure for maintaining project schedules includes outlining with the owner at the beginning of the project an explicit, step-by-step process that considers both owner objectives and our capabilities to fulfill them. By establishing an ongoing series of deadlines, called milestones, we set the parameters that lead to outstanding results in project schedule management.

We take great effort to carefully plan out all the meetings, work tasks and schedule for a project such as this. We do this because it has greatly enhanced our ability to keep these projects moving forward with no surprises to our clients.

A project, such as that being proposed by the Village of Downers Grove, typically takes three (3) to four (4) months, depending upon the client's decision making process.

We estimate, based upon the Village of Downers Grove's open communication process, that the Re-evaluation and Assessment of Future Space Needs and Development of Options for Future Improvements will take six (6) months from the date of contract award.

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# CONCLUSION

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What separates the Williams Architects Team from its competitors is our in-depth understanding of what it takes to do a project of this type. We are recognized experts in public safety and Village Hall planning. We are comprised of experienced and talented staff with the capacity to meet your goals, and are dedicated to fully achieving your goals. The awards that our projects receive and the references from our clients are a testament to our success. We have multiple public safety project experience with combined police and Village Hall facilities. We are already working in your area on a regular basis.

We understand the importance of seeking a skilled professional team with a quick response, cost control, solid project management, and personal service. We believe the Williams Architects Team incorporates all these benefits into our projects by providing in-house planning, architecture, and construction estimating services that are exact, practical, functional, cost-effective, schedule sensitive, and visually attractive.



Be assured, the Williams Architects Team expresses a commitment to architectural design that emphasizes economy and efficiency, durability and creativity, and satisfaction. We are a client-oriented team, committed to developing a thorough understanding of our clients and their project needs. We will provide a design solution that establish a visual identity in harmony with the environmental context of your project that reflects and respects the character of the Village of Downers Grove.

#### Why Williams?

- We have over forty years experience with Public Architecture projects.
- We provide creative, forward thinking and practical planning.
- Excellent construction documents that results in very competitive bidding and low change orders.
- Highly organized design process.
- Principal involvement (Mark Bushhouse and Scott Lange) through all phases.
- In-House Interior Design
- We are excellent listeners - we'll adopt your goals as our own.
- We have a track record of highly successful projects and relationships. Please check our references.
- Significant successful work with the Village of Downers Grove.
- You have our pledge for quality service.

QUALITY

PEOPLE

SERVICE



500 Park Boulevard, Suite 800  
Itasca, IL 60143  
630.221.1212  
[www.williams-architects.com](http://www.williams-architects.com)

**THE STEWARDS OF YOUR VISION**

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5 November 2015

Ms. Theresa H. Tarka, Purchasing Assistant  
Village of Downers Grove  
801 Burlington Avenue  
Downers Grove, IL 60515

Re: FEE PROPOSAL  
Village of Downers Grove –  
Police Station and Village Hall  
Re-Evaluation and Assessment of Future Space Needs and Development of Options  
for Future Improvements  
WA BD No.: 2015-603

Dear Ms. Tarka:

We are pleased to provide this fee proposal for the Scope of Services requested in the Village of Downers Grove Request for Proposal. This proposal includes the services as outlined in our qualifications submittal and as noted below.

We want to assure you that we are a highly competitive firm and we provide our services efficiently and with fees that are in line with other quality architectural firms for similar services. We are determined not to let fee issues prevent us from being selected. We request to meet with you to review the scope in more detail to arrive at a fair and competitive fee.

Based on a budget of \$16,000,000 and the parameters established at this time, we propose the following fees:

**Re-Evaluation and Options Development (Includes Civil Engineer) - \$29,000 - \$36,000**  
(Based on the RFP)

**SERVICES**

- Space Programming Review and Update
- Existing Conditions Report Review
- Site and Building Concept Development
- Budgeting
- Eight (8) Staff Meetings and (Number TBD) Council and Public Meetings.

**Reimbursable Expenses**

In addition to our professional services listed above, we shall also invoice the Village of Downers Grove for our reimbursable expenses at a 1.15 multiplier. We estimate reimbursable expenses will be approximately \$4,500.00.

Ms. Theresa H. Tarka – Purchasing Assistant / Village of Downers Grove / Police Station and Village Hall – Re-Evaluation and Assessment of Future Space Needs and Development of Options for Future Improvements / 5 November 2015 / Page 2

Assistance with zoning review, public outreach meetings / open houses / presentations as well as the number of Council meetings and project reports will need to be discussed to estimate the necessary services to determine additional fees (if any).

Cost estimating beyond the Basic Architectural budgeting during the Pre-Design phase will need to be discussed.

*The total not-to-exceed fee shall be \$50,000.00.*

#### Invoicing

We shall invoice on a monthly basis for work performed in the previous month. Payment is due within 30 days of receipt of invoice.

#### Hourly Rates

Hourly services and any Additional Services requested in writing by the Village for work not included, shall be provided on an hourly basis at the rates listed below. Our consultant's rate schedules vary for each consultant, but they are generally comparable to our own. These rates shall be revised at the beginning of June each year. Our Project Team's Hourly Rates are attached below. These rates shall hold thru 31 May 2016.

The above listed services and fees do not include:

- 1) Soil Borings and Geotechnical Consulting
- 2) Surveys
- 3) Environmental Investigation, testing or design
- 4) Offsite (non-municipal use) design
- 5) LEED Design
- 6) Materials Testing
- 7) Commissioning
- 8) Basic Design Services
- 9) 3D Renderings (Can be added at modest fees depending upon the level of detail)

We look forward to meeting with you to review our Scope of Services and associated fees and negotiate a fair and competitive agreement. If you have any questions, please don't hesitate to call.

Cordially,



Mark S. Bushhouse, AIA, LEED AP  
President / Managing Principal

xc: Scott Lange / Williams Architects  
Sonja Sportleder / Williams Architects

Ms. Theresa H. Tarka – Purchasing Assistant / Village of Downers Grove / Police Station and Village Hall – Re-Evaluation and Assessment of Future Space Needs and Development of Options for Future Improvements / 5 November 2015 / Page 3

## **HOURLY RATE SCHEDULES**

### **WILLIAMS ARCHITECTS' RATE TABLE**

Principal II .....	\$ 208.00/Hour
Principal I .....	\$ 191.00/Hour
Associate Principal .....	\$ 177.00/Hour
Senior Associate/Senior Project Mgr. ....	\$ 171.00/Hour
Associate / Project Manager .....	\$ 156.00/Hour
Architect III .....	\$ 138.00/Hour
Architect II .....	\$ 127.00/Hour
Architect I .....	\$ 114.00/Hour
Project Coordinator IV .....	\$ 104.00/Hour
Project Coordinator III .....	\$ 95.00/Hour
Project Coordinator II .....	\$ 81.00/Hour
Project Coordinator I .....	\$ 70.00/Hour
Project Technician II .....	\$ 53.00/Hour
Project Technician I .....	\$ 42.00/Hour
Aquatic Engineer II .....	\$ 164.00/Hour
Aquatic Engineer I .....	\$ 125.00/Hour
Director of Marketing .....	\$ 153.00/Hour
Marketing Coordinator .....	\$ 111.00/Hour
Accounting .....	\$ 147.00/Hour
Secretarial .....	\$ 104.00/Hour
Clerical .....	\$ 74.00/Hour
Director of Interior Design .....	\$ 140.00/Hour
Interior Designer V .....	\$ 109.00/Hour
Interior Designer IV .....	\$ 91.00/Hour
Interior Designer III .....	\$ 72.00/Hour
Interior Designer II .....	\$ 60.00/Hour
Interior Designer I .....	\$ 43.00/Hour

### **GEWALT HAMILTON'S RATE TABLE**

Principal .....	\$ 194.00/Hour
Senior Engineer .....	\$ 164.00/Hour
Senior Environmental Consultant .....	\$ 164.00/Hour
Professional Engineer .....	\$ 136.00/Hour
Registered Land Surveyor .....	\$ 118.00/Hour
GIS Professional .....	\$ 118.00/Hour
Staff Engineer .....	\$ 114.00/Hour
Senior Engineer Technician .....	\$ 112.00/Hour
Environmental Consultant .....	\$ 110.00/Hour
Engineering Technician II .....	\$ 96.00/Hour
Engineer Technician I .....	\$ 70.00/Hour
Clerical .....	\$ 58.00/Hour

### **W-T ENGINEERING'S RATE TABLE**

President .....	\$ 175.00/Hour
Project Manager .....	\$ 150.00/Hour
Project Engineer .....	\$ 135.00/Hour
CAD Technician .....	\$ 100.00/Hour
Administrative .....	\$ 60.00/Hour

Ms. Theresa H. Tarka – Purchasing Assistant / Village of Downers Grove / Police Station and Village Hall – Re-Evaluation and Assessment of Future Space Needs and Development of Options for Future Improvements / 5 November 2015 / Page 4

### **DETAILED ESTIMATE OF LABOR HOURS**

	<b><u>Hours</u></b>
Existing Conditions Review	
W-T Engineering	20 Hours (Mix of Principal & Staff)
Gewalt Hamilton	20 Hours (Mix of Principal & Staff)
Williams Architects	15 Hours (Mix of Principal & Staff)
Space Programming Review	25 Hours (Mark Bushhouse)
Site / Building Conceptual Development	
Enter existing site and buildings into CAD	30 – 40 Hours (Staff)
Develop Concepts	15 – 20 Hours (Mark Bushhouse)
	35 – 40 Hours (Staff)
Prepare Budgets	10 – 14 Hours (Mark Bushhouse)
Meetings (8 Staff Level)	30 – 40 Hours (Mix of Principal & Staff)
Board / Public Meetings	6 – 8 Hours each (Mix of Principal & Staff)

END OF PROPOSAL

M:\Busdev\2015\Municipal\Multi-Purpose\2015-603 Downers Grove Village Facility Needs Reevaluation\RFP Response\2015 11 05 Fee Proposal.docx

Village of Downers Grove

**V. PROPOSAL/CONTRACT FORM**

**\*\*\*THIS PROPOSAL, WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF DOWNERS GROVE, SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

**Entire Block Must Be Completed When A Submitted Proposal Is To Be Considered For Award**

**PROPOSER:**

Williams Architects

Company Name

500 Park Boulevard, Suite 800

Street Address of Company

Itasca, IL 60143

City, State, Zip

1-630-221-1212

Business Phone

1-630-221-1220

Fax

Date: 6 November 2015

msbushhouse@williams-architects.com

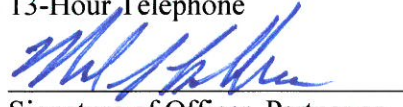
Email Address

Mark S. Bushhouse

Contact Name (Print)

1-630-344-1021

13-Hour Telephone



Signature of Officer, Partner or Sole Proprietor

Mark S. Bushhouse / President

Print Name & Title

ATTEST: If a Corporation

  
Signature of Corporation Secretary

**VILLAGE OF DOWNERS GROVE:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

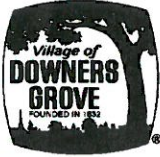
ATTEST:

\_\_\_\_\_  
Signature of Village Clerk

\_\_\_\_\_  
Date

In compliance with the specifications, the above-signed offers and agrees, if this Proposal is accepted within 90 calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

## Village of Downers Grove



## VENDOR W-9 REQUEST FORM

The law requires that we maintain accurate taxpayer identification numbers for all individuals and partnerships to whom we make payments, because we are required to report to the I.R.S all payments of \$600 or more annually. We also follow the I.R.S. recommendation that this information be maintained for all payees including corporations.

Please complete the following substitute W-9 letter to assist us in meeting our I.R.S. reporting requirements. The information below will be used to determine whether we are required to send you a Form 1099. Please respond as soon as possible, as failure to do so will delay our payments.

**BUSINESS (PLEASE PRINT OR TYPE):**

NAME: Williams Architects

ADDRESS: 500 Park Boulevard, Suite 800

CITY: Itasca

STATE: Illinois

ZIP: 60143

PHONE: 1-630-221-1212 FAX: 1-630-221-1220

TAX ID #(TIN): 36-3932319

(If you are supplying a social security number, please give your full name.)

**REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**TYPE OF ENTITY (CIRCLE ONE):**

Individual	Limited Liability Company -Individual/Sole Proprietor
Sole Proprietor	Limited Liability Company-Partnership
Partnership	Limited Liability Company-Corporation
Medical	<u>Corporation</u>
Charitable/Nonprofit	Government Agency

SIGNATURE: 

DATE: 6 November 2015



Village of Downers Grove

**PROPOSER'S CERTIFICATION (page 1 of 3)**

Village of Downers Grove  
Facility Needs Reevaluation  
and Development of Options  
for Facility Improvements  
(Name of Project)

With regard to \_\_\_\_\_, Proposer Williams Architects hereby certifies  
(Name of Proposer)  
the following:

1. Proposer is not barred from bidding this Contract as a result of violations of Section 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33E-4 (Bid-Rotating);
2. Proposer certifies that it has a written sexual harassment policy in place and is in full compliance with 775 ILCS 5/2-105(A)(4);
3. Proposer certifies that it is in full compliance with the Federal Highway Administrative Rules on Controlled Substances and Alcohol Use and Testing, 49 C. F.R. Parts 40 and 382 and that all employee drivers are currently participating in a drug and alcohol testing program pursuant to the Rules.
4. Proposer further certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue, or that Proposer is contesting its liability for the tax delinquency or the amount of a tax delinquency in accordance with the procedures established by the appropriate Revenue Act. Proposer further certifies that if it owes any tax payment(s) to the Department of Revenue, Proposer has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due, and Proposer is in compliance with the agreement.

BY:   
Proposer's Authorized Agent

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**FEDERAL TAXPAYER IDENTIFICATION NUMBER**

or \_\_\_\_\_  
Social Security Number

Subscribed and sworn to before me  
this 6<sup>th</sup> day of November, 20 15

  
Notary Public



Village of Downers Grove

**PROPOSER'S CERTIFICATION (page 2 of 3)**

(Fill Out Applicable Paragraph Below)

**(a) Corporation**

The Proposer is a corporation organized and existing under the laws of the State of Illinois, which operates under the Legal name of Williams Architects, and the full names of its Officers are as follows:

President: Mark S. Bushhouse

Secretary: Tom C. Poulos

Treasurer: Mark S. Bushhouse

and it does have a corporate seal. (In the event that this Proposal is executed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

**(b) Partnership**

Signatures and Addresses of All Members of Partnership:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The partnership does business under the legal name of: \_\_\_\_\_  
which name is registered with the office of \_\_\_\_\_ in the State of \_\_\_\_\_.

**(c) Sole Proprietor**

The Proposer is a Sole Proprietor whose full name is: \_\_\_\_\_  
and if operating under a trade name, said trade name is: \_\_\_\_\_  
which name is registered with the office of \_\_\_\_\_ in the State of \_\_\_\_\_.

5. Are you willing to comply with the Village's preceding insurance requirements within 13 days of the award of the contract? Yes

Insurer's Name RLI Insurance Company

Agent USI Midwest - Euclid

Street Address 2021 Spring Road, Suite 100, Oak Brook, IL 60523

## Village of Downers Grove

**PROPOSER'S CERTIFICATION (page 3 of 3)**City, State, Zip Code Oak Brook, IL 60523Telephone Number 630-625-5210**I/We affirm that the above certifications are true and accurate and that I/we have read and understand them.**Print Name of Company: Williams ArchitectsPrint Name and Title of Authorizing Signature: Mark S. Bushhouse, PresidentSignature: Date: 6 November 2015

## Village of Downers Grove

<b>Suspension or Debarment Certificate</b>
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Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the Proposer certifies to the best of its knowledge and belief, that the company and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal, state or local governmental entity, department or agency;
2. Have not within a three-year period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, or convicted of or had a civil judgment against them for a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal/contract had one or more public transactions (Federal, State or local) terminated for cause or default.

**If the Proposer is unable to certify to any of the statements in this certification, Proposer shall attach an explanation to this certification.**

Company Name: Williams Architects

Address: 500 Park Boulevard, Suite 800

City: Itasca Zip Code: 60143

Telephone: ( 630 ) 221-1212 Fax Number: ( 630 ) 221-1220

E-mail Address: msbushhouse@williams-architects.com

Authorized Company Signature: 

(Print )Name: Mark S. Bushhouse Title of Official: President

Date: 6 November 2015

Village of Downers Grove

**Campaign Disclosure Certificate**

Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate.

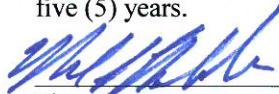
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

By signing the bid or proposal documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

Under penalty of perjury, I declare: \_\_\_\_\_

Proposer/vendor has not contributed to any elected Village position within the last five (5) years.

  
\_\_\_\_\_  
Signature

Mark S. Bushhouse  
\_\_\_\_\_  
Print Name

Proposer/vendor has contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

Print the following information:

Name of Contributor: \_\_\_\_\_  
(company or individual)

To whom contribution was made: \_\_\_\_\_

Year contribution made: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name