



**Request for Proposals for Architectural Design Services
First Floor Renovation of Public Safety Department
Glencoe Village Hall**

This request for proposals has been prepared by the Village of Glencoe in order to retain the services of a qualified architectural firm for preparing architectural plans for a renovation of the Village Hall's Public Safety Department, focusing on the first floor. The final product should be a set of final construction documents for the Village's use in bidding the project, selecting a contractor, and constructing the proposed improvements.

I. Introduction

Existing Conditions

Located at 675 Village Court, the two story red brick Glencoe Village Hall was constructed in 1956 designed in a colonial style. The building has two main entrances at its north and south elevations that provide public access. On the interior, a large hallway/lobby area spans the entire length of the first floor, dividing the facility in half. A second narrower hallway runs perpendicular to the main hallway forming four separate quadrants – three large office areas and a garage bay housing fire equipment. The departments of Public Works/Community Development, Finance, Administration, and Public Safety, are housed within the Village Hall. Copies of the existing floor plans are attached.

Building Improvements

Since its initial construction 50+ years ago, portions of the building's interior layout became inefficient, did not meet the requirements of modern office functions, and did not comply with present fire code and handicap accessibility requirements. In order to address these shortcomings, two comprehensive spatial needs studies were commissioned for the Village Hall in 1992 and later in 2002. The earlier study led to minor interior remodeling in the basement and the 1st and 2nd floors, the addition of an elevator, and a new interior exit stairwell added to the east elevation of the building. The later study resulted in a major renovation of the first floor, completed in 2007, that reallocated existing space within the departments of Public Works/Community Development, Finance, and Administration, added a new Public Safety E911 communications center, and updated the interior finishes of the main hallway/lobby area of the building. A spatial plan for the Public Safety Department based on the 2002 study is attached.

Public Safety Department

The Village's Public Safety Department provides both police and fire protection services to the community. Portions of the department are located on all three floors

of the Village Hall. The basement includes a sally port, garage space, and multiple office, conference, and storage areas. The E911 communications center, detention cells, areas devoted to booking and interviewing, and office space for four lieutenants, two deputy chiefs, and the director occupy the first floor. The second floor includes men's and women's dorms, locker rooms, and a kitchen area. While it is important to understand the function of all three floors and how they are interrelated, the focus of this RFP for Architectural Design Services is limited to the first floor of the Public Safety Department.

Aside from the E911 Communications Center, the 2007 renovation work did not include the Public Safety Department. The current layout of the department's first floor has the following deficiencies that require attention:

- First, the detention cells do not meet the standards required by the Illinois Department of Corrections Code in terms of light, air, construction/materials, separation of detainees, and monitoring. Because the Cook County Department of Corrections does not provide temporary holding facilities, this responsibility falls on the Village of Glencoe to provide.
- Second, the progression of a detainee through the Public Safety Department, from entering the building through the basement sally port, to booking on the first floor, to his/her ultimate detention or release/transfer from the building, is not self contained. Being so, there are several points along the detainee's progression that breach the security of the department and potentially jeopardize the safety of employees and visitors to Village Hall. One solution may be to relocate the detention cells from the first floor to the basement. The selected firm will evaluate this option as an alternative during the schematic design phase.
- Third, the first floor layout is inefficient, contains oversized offices that could be reduced in area to accommodate additional needs, does not include central file storage, lacks a designated space for photocopying and mail functions, and does not match the level of finishes and furnishings of the other departments on the first floor of the building.

II. Scope of Services

The scope of this project will require the selected firm to provide the following services:

1. Meet with village staff to understand current needs of the Public Safety Department as identified in the previous section. Review spatial layout for the department based on the 2002 Limited Space Study. (A set of plans from the 2007 Village Hall renovation, a copy of the 2002 Limited Space Study, and any other relevant data will be made available to the selected firm.)
2. Prepare schematic design documents that illustrate alternative departmental layouts.

3. Provide construction cost estimates that reflect the approved schematic design and that consider the same or equal quality of finishes used elsewhere on the first floor of the building.
4. Prepare construction documents based on final schematic design approved by Village staff.
5. Assist with preparation of necessary bidding documents, recommendation and selection of contractor, and contract negotiation.
6. Provide limited construction administration. At a minimum this will include:
 - a. Attendance of firm's designated project manager at construction meetings on a weekly, bi-weekly, or as needed basis for the extent of the project; and
 - b. A timely response prepared by firm's designated project manager to RFIs issued by the general contractor.

III. Proposal Requirements

Responses to this Request for Proposals should include the following information:

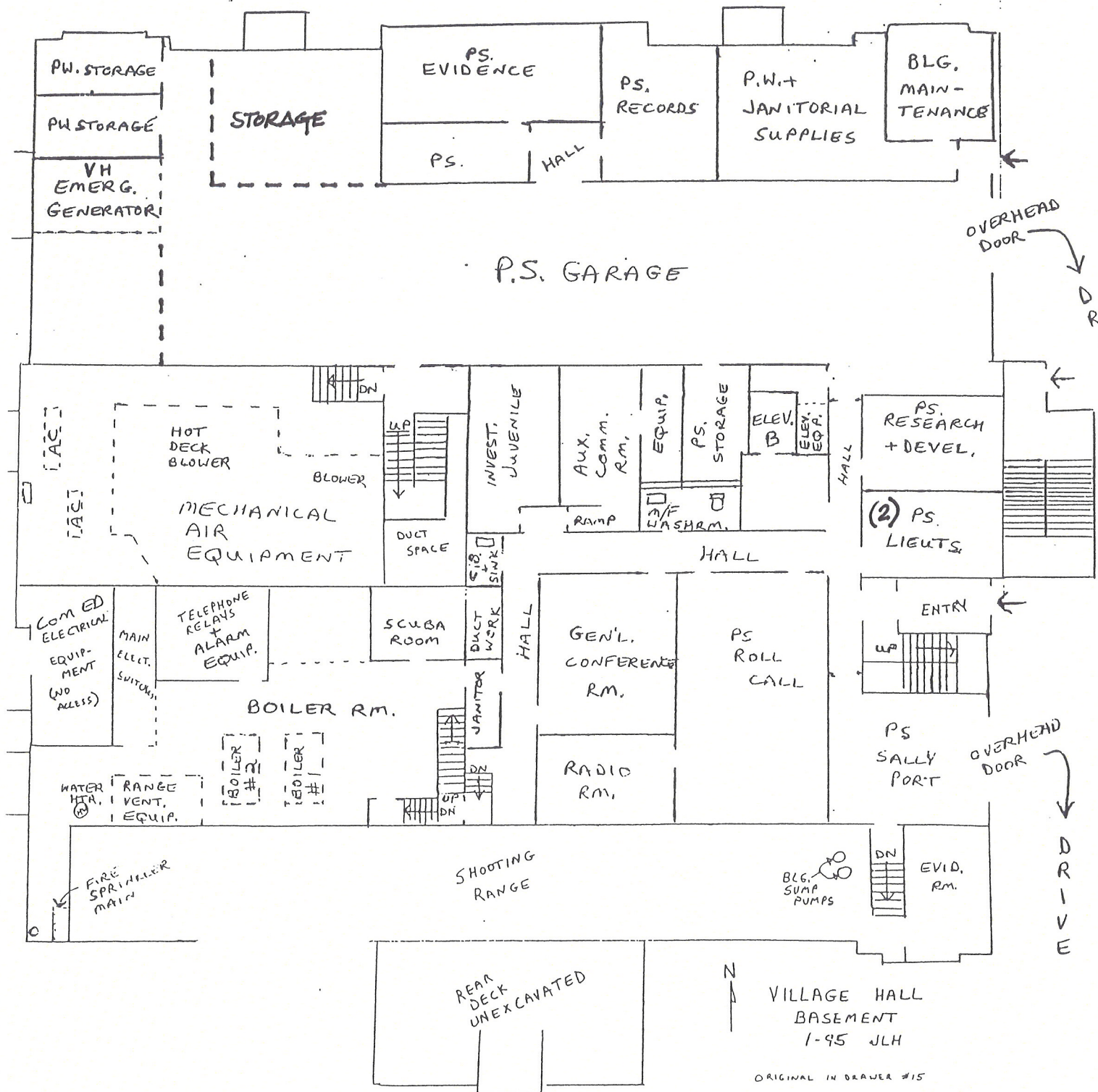
1. A cover letter expressing interest in providing the services requested signed by an officer of the firm authorized to negotiate on behalf of the firm.
2. Detailed description of the firm's qualifications and experience, specifically in working with municipal police/fire departments and in designing detention facilities.
3. List of references from similar projects.
4. Name and resume of the firm's representative designated to serve as Project Manager, including a statement addressing the availability of the individual to undertake the project from start to completion.
5. Total project cost and explanation of fees and methods of compensation. (Note: It is the Village's expectation that fees for architectural services will reflect all phases of the project as indicated in Section II above and in the project schedule below.)
6. Outline of project schedule from start to completion with specific phases identified and estimated time frames for each. The Village anticipates selecting a firm by April 16, 2009 and desires to have final design completed by mid to late summer. The proposal should address this timetable.

*** Appointments for a walk-through of the Public Safety Department and select areas of the Village Hall facility are expected to be scheduled during the week of March 16, 2009. ***

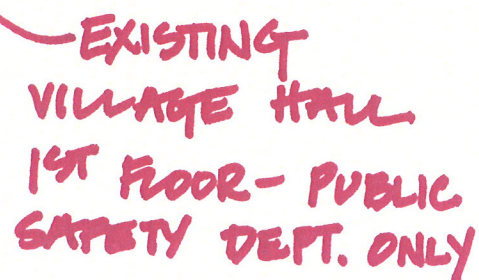
Six (6) copies of proposals must be submitted by 4:00 p.m. on March 31, 2009 to:

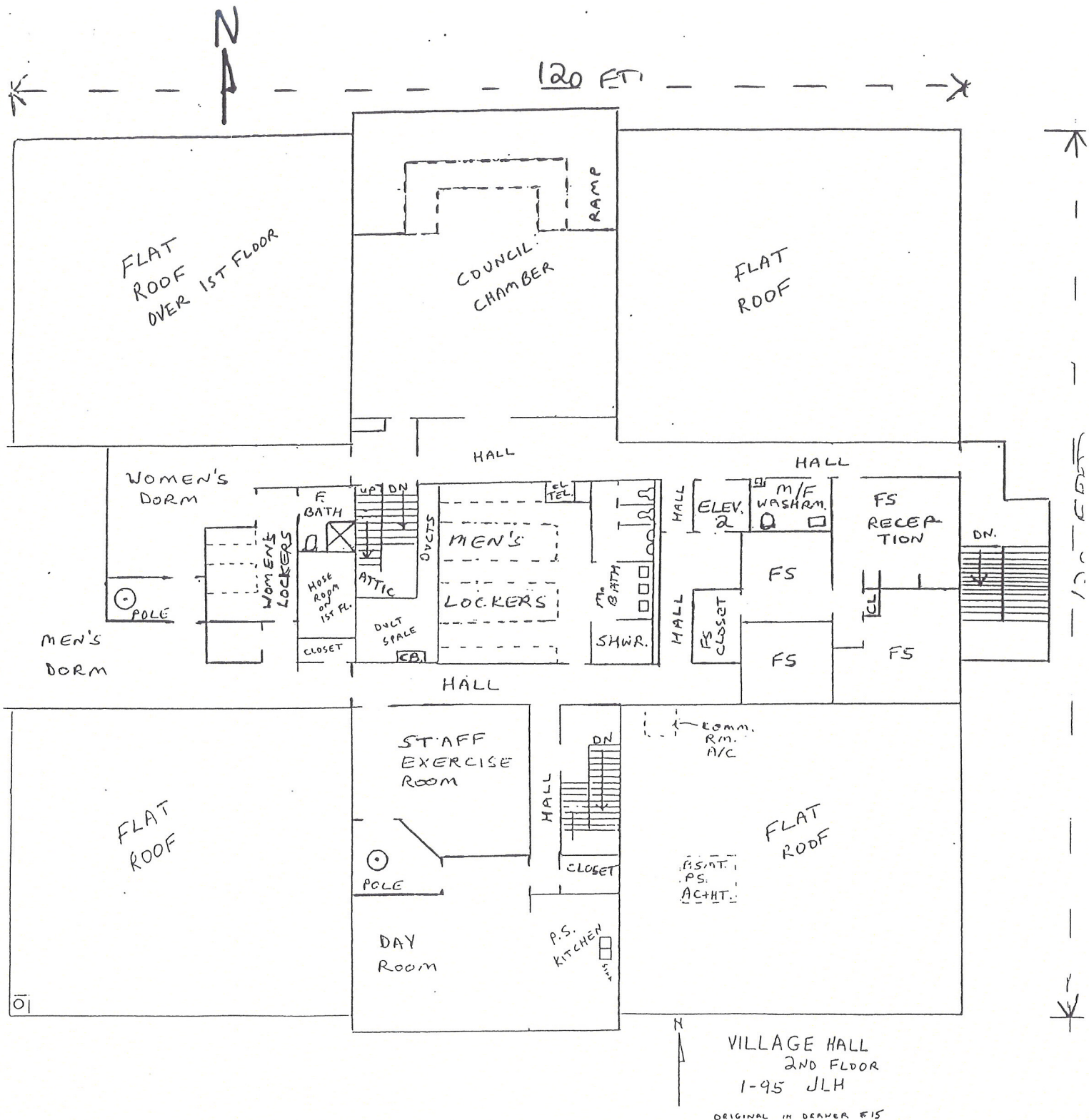
Village of Glencoe
Department of Public Safety
Attn: Mikel Milks, Director of Public Safety
675 Village Court
Glencoe, Illinois 60022

Requests for additional information or questions should be directed to Mikel Milks at 847.835.4112, Ext. 131. The Village of Glencoe reserves the right to waive minor defects in proposals which are submitted and to select the consulting firm it deems to best suit the needs of the Village. All costs directly or indirectly related to the preparation of responses shall be the sole responsibility of and be borne by the respondent.

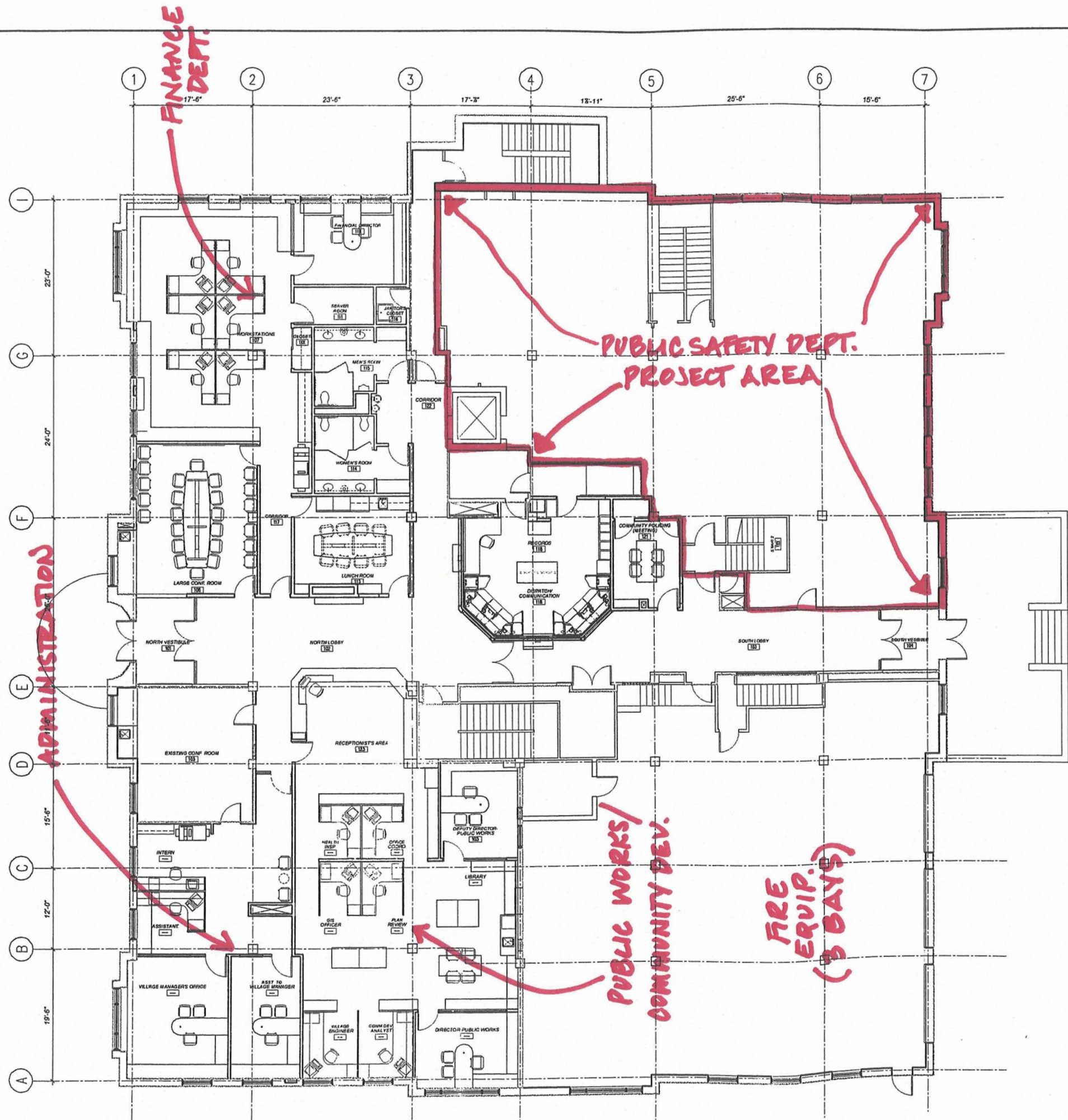


**EXISTING
VILLAGE HALL
BSMT. AREA**





EXISTING
VILLAGE HALL
2ND FLOOR



**GLENCOE VILLAGE
HALL RENOVATION PLAN**

11/8/06 - FIRST FLOOR

VILLAGE HALL
RENOVATION

VILLAGE OF GLENCOE
675 VILLAGE COURT
GLENCOE, IL 60022

ARCHITECT
YAS ARCHITECTURE, LLC.
ARCHITECTURE • URBAN DESIGN
1603 CARRINGTON AVENUE
EVANSTON, ILLINOIS 60201-0841
847.875.0500

NO.	REVISIONS DESCRIPTION	DATE
1	ISSUED FOR BID	11/08/2006

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DRAWN BY: DR
CHECKED BY: MA
APPROVED BY: _____

KEY PLAN

SHEET TITLE
FURNITURE PLAN
FOR INFORMATION