

**RESOLUTION 2012-150**

**A RESOLUTION AUTHORIZING THE VILLAGE TO ENTER INTO AN  
AGREEMENT WITH HEZNER CORPORATION FOR  
ARCHITECTURAL AND CONSULTING SERVICES IN AN AMOUNT  
NOT TO EXCEED \$14,700**

WHEREAS, The Hezner Corporation is considered a sole source or a source determined by the manager to be beneficial to the Village for provision of architectural and consulting services for the Village of Vernon Hills and the Vernon Hills Police Department.

WHEREAS, all purchases over \$10,000 require Board of Trustee approval; and

NOW THEREFORE BE IT RESOLVED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF VERNON HILLS, LAKE COUNTY, ILLINOIS:

That the Village Manager is authorized to execute contracts to re-assess, evaluate and to prepare new plans and cost estimates based on the perceived needs of the Department and to commit the Village to make payments to The Hezner Corporation in an amount not to exceed \$14,700.

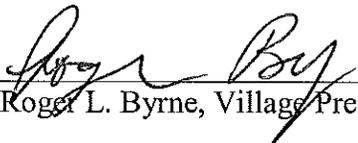
Dated the 18<sup>th</sup> of September, 2012

Adopted by roll call vote as follows:

AYES: 6 – Koch, Marquardt, Schultz, Schwartz, Williams, Hebda

NAYS: 0 - None

ABSENT AND NOT VOTING: 0 - None

  
\_\_\_\_\_  
Roger L. Byrne, Village President

PASSED: 9/18/2012

APPROVED: 9/18/2012

ATTEST: 9/19/2012

  
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Michael S. Allison, Village Clerk



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## Architectural Services

For

**The Village of Vernon Hills**

Involving

Needs assessment study preparation, programming, schematic design planning, and cost opinion preparation services regarding current and future needs of the Vernon Hills Police department at the 354 N. Lakeview Parkway facility, Vernon Hills, Illinois.

Including:

**Phase One: Interviews, Programming and Assessment Report.**

**Phase Two: Schematic Design, Cost Opinions and Schedule Preparation.**

### Letter of Agreement

#### ACKNOWLEDGEMENT:

I have read the proposal and am in agreement with the proposed project scope, fees and expenses, as outlined in the proposal dated August 28, 2012, for work involved with the Vernon Hills Police Station at 754 N. Lakeview Parkway, Vernon Hills, IL. Any changes in the project scope will be agreed upon and authorized via written documentation. This acknowledgement shall serve as authorization for The Hezner Corporation to begin and complete the outlined work involving Phase One and Phase Two. Formal architectural service contracts involving Design Development and Construction Documentation will be prepared for work in subsequent phases.

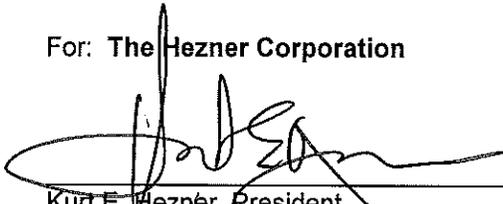
For: **The Village of Vernon Hills**



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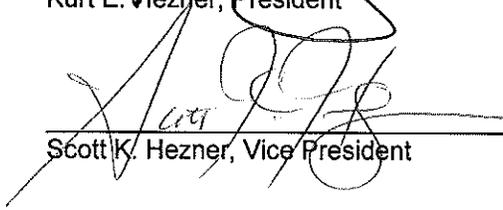
Michael S. Allison  
Village Manager

For: **The Hezner Corporation**



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Kurt E. Hezner, President



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Scott K. Hezner, Vice President

Date

9/19/12

Date

8-28-2012

# Proposal

## Project Approach

Work Plan

8/28/2012

Architectural Services  
For  
**The Village of Vernon Hills**  
Involving

Needs assessment study preparation, programming, schematic design planning, and cost opinion preparation services regarding current and future needs of the Vernon Hills Police Department at the 354 N. Lakeview Parkway facility, Vernon Hills, Illinois.

**Phase One:** *Interviews, Programming and Assessment Report.*

**Phase Two:** *Schematic Design, Cost Opinions and Schedule Preparation.*

### **Tasks: Phase One**

1. Facility inventory to bring existing data base to current.
2. Interviews of Police Department Staff for data needed to establish the needs assessment study draft.
3. Code reviews to confirm status of current facility.
4. Finalization of needs assessment study draft and discussion of results with Vernon Hills P.D. and Village representatives.
5. Development of initial programming for facility improvements
6. Discussion and determination of hierarchical plan based upon needs assessment.
7. Confirmation of facility programming and execution plan.
8. Preparation of Study Report for review by Village Trustees, Village Staff and Police Department representatives.

### **Tasks: Phase Two**

9. Schematic Design work involving initial facility planning for all areas discussed in the needs assessment draft.
10. Planning reviews with Police Department staff.
11. Refinement of facility planning options
12. Initial development of project cost opinions

13. Reviews of planning options and project cost opinions with P. D. Staff and Village Staff.
14. Refinement of planning options and project cost opinions until accepted by P. D. Staff and Village Staff.
15. Completion of programming, planning options, and cost opinions for Village Board presentations.
16. Development of hierarchical and phased execution plan based upon needs assessment.

**Notes:**

At the conclusion of Phases One & Two Village representatives will have a clear understanding of what the proposed planning modifications are for the current facility, the reasoning behind the modifications, and what the cost implications are for the projects. A schedule for the development of design development and construction documentation will be established and an initial construction schedule will be established that addresses a preferred phased work plan approach. The process will result in cost opinions being paired with each option. All cost opinions provided will be based upon all known scope items, design preferences, and current construction cost constraints and will be prepared for Village Board acceptance. The Hezner Corporation understands that the scope of work identified in Phase One and Phase two work plans, as listed above, will not be considered complete until the Village Board reaches a consensus of acceptance.

## Fee Structure

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The Hezner Corporation has developed this proposal for architectural services involved with Police Department Facilities at 754 Lakeview Parkway, Vernon Hills, Illinois.

### Fee description:

**For Phase One and Phase Two as they occur in one continual process:** The services involving this work shall be performed at a rate of \$120.00 per hour, not to exceed \$14,700.00.

### **Note:**

- Out of pocket expenses including professional three-dimensional presentation renderings, site survey updates and reproduction costs (printing) for Phase One and Phase Two work are in addition to and are billed separately at a multiple of 1.10 x actual costs.

<b>SUMMARY OF PROJECT FEES</b>		
<b>Phase One and Phase Two in same time frame:</b> Facility Needs Assessment, Schematic Design, and Cost opinions for construction.	\$120.00/hr. not to exceed \$14,700.00.	

### Disciplines Included in Fee Structure:

- ❖ Architectural services.
  - Field Surveys
  - Needs Assessment data intake and reporting
  - Schematic Design services
- ❖ Project Cost Opinion Preparation (Hezcorp Construction Services).
- ❖ Construction Logistics and Schedules (Hezcorp Construction Services).

### Fee Structure Does NOT include:

- ❖ Professionally prepared three dimensional Schematic design renderings.
- ❖ Topographical/engineering surveyor's costs for updates of survey. (If Necessary)
- ❖ Preparation of Phase 1 environmental reports for existing structures. (If necessary)
- ❖ Site soil borings to determine existing soil conditions and bearing capacity of site. (If necessary)

## Proposed Timeline for:

**Needs assessment study and report, schematic design planning, cost opinion preparation, and project execution schedule preparation.**

### ***Phase One – Interviews, programming and assessment report***

### ***Phase Two – Schematic Design, Cost Opinions and schedule preparation***

1. Inventory entire facility and confirm and document current floor plans and equipment.  
1 week
2. Interview Police Department representatives and develop initial Phase One and Phase Two needs assessment study drafts. (Can run concurrently with the building inventory surveys)  
1 week
3. Review and comment of initial assessment drafts by VHPD representatives and participating village representatives.  
2 weeks
4. **Begin programming, planning, and schematic design documents while initial reviews are taking place and prepare for initial reviews with VHPD representatives and participating village representatives.**
5. Revise needs assessment study drafts per departmental comments and prepare final needs assessment study drafts for review by VHPD representatives and participating village representatives.  
2 weeks
6. Review of final drafts by VHPD representatives and participating village representatives.  
2 weeks
7. **Revise programming, planning, and schematic design documents while the revised Needs Assessment Study draft is being reviewed. Prepare initial project cost opinions, and prepare presentation materials for review by VHPD representatives and participating village representatives.**
8. Revise schematic design documents and cost opinions per review comments and prepare materials for final reviews.  
1 week
9. Prepare schematic materials and budgets for Village Board presentation.  
2 weeks

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**Needs assessment study, Schematic Design documents, and preparation of cost opinions for VHPD: est. 9 weeks**

**Note:**

Schematic Design documents and cost opinions will be revised as required to meet the needs of the VHPD and Village of Vernon Hills until they are in position to be accepted by the Vernon Hills Village Board.

The Hezner Corporation will remain available throughout the process for any discussions or presentations felt to be necessary.

**The process is expected to reach a point of resolution within 9 to 11 Weeks.**