



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item:	Facilities Master Planning Services		
Presenter & Title:	Pete Adams, Facilities Manager		
Date:	June 5, 2023		
Please Check Appropriate Box:			
<input checked="" type="checkbox"/>	Committee of the Whole Meeting	<input type="checkbox"/>	Special Committee of the Whole Meeting
<input checked="" type="checkbox"/>	City Council Meeting	<input type="checkbox"/>	Special City Council Meeting
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Other -
Associated Strategic Plan Goal/Objective: EMS-II			
Estimated Cost: \$99,500	Budgeted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Other Funding? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If "Other Funding," please explain how the item will be funded:</i>			
Executive Summary:			
<p>The City has many challenges with its facilities related to age, functionality, and inadequate space. There are also considerations to modernize for current living quarters & environmental safety standards. As part of the FY 2024 budget process, a Facilities Master Plan was recommended to take the complicated totality of circumstances into consideration, provide alternatives and recommendations with cost estimates and ultimately a multi-year Facilities Master Plan.</p> <p>A project team consisting of representatives from all City departments followed the state mandated Qualifications Based Selection (QBS) process for contracting professional services. A bid was published, 6 qualified firms submitted and 3 finalists were selected for interviews/presentations; FGM Architects emerged the preferred firm from the interview process.</p> <p>FGM has worked with staff to clarify the scope of work and provided a proposal with the expectation of an actionable Master Plan to the City by Fall 2023. FGM has extensive government experience and staff is confident of their abilities to provide a master plan that will meet the City's needs.</p>			
Attachments: <i>(please list)</i>			
<ul style="list-style-type: none"> • Resolution with Exhibits 			
Voting Requirements:			
<p><i>This motion requires a simple majority affirmative votes for passage.</i></p> <p><i>The Mayor may vote on three occasions: (a) when the vote of the aldermen or trustees has resulted in a tie; (b) when one half of the aldermen or trustees elected have voted in favor of an ordinance, resolution, or motion even though there is no tie vote; or (c) when a vote greater than a majority of the corporate authorities is required by state statute or local ordinance to adopt an ordinance, resolution, or motion.</i></p>			
Recommendation / Suggested Action: <i>(how the item should be listed on agenda)</i>			
<p>Recommend Approval of Resolution Authorizing the City Administrator to execute a contract with FGM Architects of Chicago, IL for Facilities Master Planning Services in the amount of \$99,500.</p>			

RESOLUTION No. 2023-63

**RESOLUTION AUTHORIZING EXECUTION OF CONTRACT
WITH FGM ARCHITECTS OF CHICAGO, IL FOR
FACILITIES MASTER PLANNING SERVICES**

WHEREAS, Objective II under Excellent Municipal Services of the City of Geneva’s Strategic Plan identifies that the City provides equipment, infrastructure and facilities necessary to maintain efficient and reliable public services; and

WHEREAS, the City completed a facilities assessment in 2021 and determined the need for improvement; and

WHEREAS, on January 13, 2023 the City posted a Request for Proposals to provide Facility Master Plan Services; and

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Geneva, Kane County, Illinois, as follows:

SECTION 1: That the City Administrator is hereby authorized to accept and execute, on behalf of the City of Geneva, a proposal to provide professional architectural and engineering services for a Facilities Master Plan from FGM Architects, Inc. in the form attached at “Exhibit A”.

SECTION 2: This Resolution shall become effective from and after its passage as in accordance with law.

PASSED by the City Council of the City of Geneva, Kane County, Illinois, this ___ day of _____, 2023.

AYES: __ **NAYS:** __ **ABSENT:** __ **ABSTAINING:** __ **HOLDING OFFICE:** __

APPROVED by me this ___ day of _____, 2023.

Mayor

ATTEST:

City Clerk

Agreement between Owner and Architect

AGREEMENT made as of the nineteenth day of June in the year two thousand twenty-three.

BETWEEN the Architect's client identified as the Owner:

City of Geneva
22 South First Street
Geneva, Illinois 60134

And the Architect:

FGM Architects Inc.
1211 West 22nd Street, Suite 700
Oak Brook, Illinois 60523

For the following Project:

City of Geneva
Facilities Master Plan Services
FGMA Project No.23-3766.01

The Owner and Architect agree as follows.

1.0 Initial Information:

1.1. The Owner identifies the following representative:

Mr. Pete Adams
Facilities Manager
City of Geneva
22 South First Street
Geneva, Illinois 60134
(630) 938-4560
padams@geneva.il.us

1.2. The Architect identifies the following representative:

Mr. David Yandel, AIA, LEED AP
Principal
FGM Architects Inc.
1211 West 22nd Street, Suite 700
Oak Brook, Illinois 60523
(630) 574-8300
davidyandel@fgmarchitects.com

1.3. The Architect will retain the Consultants listed in Section 3.1.

2.0 Project Understanding:

- 2.1. FGM Architects (FGMA or Architect) will assist the City of Geneva (City or Owner) with the preparation of a Facilities Master Plan for several of the City's facilities including City Hall, Fire Station 1, Fire Station 2, Police Station, and Public Works Facility. The Master Plan will also include the recently purchased Library building and site located directly west of City Hall. Previous assessments have been completed for the Electrical Generation Facility, Wastewater Treatment Plant, and Water Treatment plant and they will be included in the Master Plan by reference.
- 2.2. Each of the long-standing facilities do not meet the space and operational needs of those who work in the facilities, thus hampering the City's ability to service the community. FGMA will facilitate a process to gain consensus on a preferred master plan strategy or group of strategies.
- 2.3. Utilizing record documents provided by the City, including previously prepared reports, facility assessments, and programmatic needs data, FGMA will assist the City to prepare a Facilities Master Plan which takes into consideration the City's anticipated future needs for space and the organizational use of such space, including development or use of space not currently owned, operated or used by the City, if such additional space is deemed necessary to the cost effective and efficient operation of City government.
- 2.4. FGMA will collaborate with the City to develop a short-term (1-5 years) and mid-term (6-15 years) sequence of events establishing the necessary stages of design, construction, redevelopment, and/ or remodeling activity, as the case may suggest, for the preferred strategy taking into consideration the need to maintain services and operations throughout implementation.

3.0 Project Team:

3.1. The following is an overview of the Project Team:

- 3.1.1. FGM Architects Inc. (FGMA): As the Architect of Record and Prime Consultant, FGMA will provide project management, architectural design, and master planning services for the project.
- 3.1.2. TERRA Engineering Inc. (TERRA): TERRA will assist with civil engineering and assistance with site assessments providing feedback on possible stormwater impact, utility impacts, comments on geotechnical data, and site maneuvering for equipment/vehicles.
- 3.1.3. Leopardo Companies, Inc. (Leopardo): Leopardo will provide cost consulting as well as input into the feasibility, construction, phasing, and schedule for recommended projects.

3.2. The scope of the Facilities Master Plan is limited to architectural planning services, as further outlined below. In the event that FGMA and/or the City requires the services of other engineers or consultants, FGMA will review with the City, and those services will be additional to this proposal, as agreed upon at that time.

4.0 Scope of Basic Services:

The Design Team will provide the following Basic Services as part of the Project.

4.1. Phase 1 – Analysis and Evaluation:

- 4.1.1. Project Kick-Off Meeting: FGMA will facilitate a project Kick-Off Meeting to establish the project goals by which the City will measure the project's success upon completion. To produce an effective analysis, FGMA believes that we must delve into key desires and concerns for the analysis. At the Kick-Off Meeting:
 - 1. Develop the project's goals - these are overarching goals that will drive the direction of solutions and project decisions.
 - 2. Identify questions that must be answered as part of this study.
 - 3. Identify members of the City Staff who will be interviewed to garner information for the space needs analysis.
 - 4. Confirm the initial project schedule.
 - 5. Identify potential dates for public input and City Council meetings.
 - 6. Set a date/frequency for regular review meetings to keep the project moving at an enthusiastic and appropriate pace.
- 4.1.2. Data Collection: Review the record documents provided by the City, including the Facilities Condition Assessments, Programming Needs Reports, and other relevant information.
- 4.1.3. Site Analysis: FGMA will perform a site analysis for each existing location identified above. Where applicable, FGMA will review potential new sites for expansion and/or relocation of required facilities.

- 4.1.4. Site Visits and Confirmation of Existing Conditions: Perform a site walk-through of the existing buildings to confirm the existing conditions and observe visible elements and systems outlined in the Facilities Condition Assessment, prepared by others. FGMA shall document shortcomings of the facilities with regards to space, operations, efficiencies, etc. No destructive testing is anticipated as part of this project. Following the walk-through, FGMA will document issues experienced and review findings with the City.
 - 4.1.5. Meetings with Key Stakeholders: As part of each site visit, FGMA will meet with representatives of the City to review and discuss issues of the facilities and their operations. Interviews will include confirmation of the programmatic needs based on current and future operations.
 - 4.1.5.1. One (1) meeting is anticipated at each project site, for a total of six (6) meetings. Meetings and/or groups may be combined and FGMA will coordinate participants with the City.
 - 4.1.5.2. It is anticipated that staff/department interviews will occur at the department head level and would not extend down to each employee in each department.
 - 4.1.6. Space Needs Assessment and Report: Issue a report including a summary of findings that may impact the Master Plan. The report may include a summary of current use, operations, and staffing for each facility and existing floor plans with area (square foot) summaries or similar diagrams for comparison. FGMA will meet with the City to discuss the findings of the assessment and review options for a presentation to City Council.
 - 4.1.7. Presentation to City Council and/or Public Input Meeting: Following completion of the preliminary Space Needs Assessment and Report, FGMA recommends a presentation be made to the City Council and community. The primary goal of the presentation is to ensure that key stakeholders and constituents understand how the previously identified deficiencies and the space needs of each facility impact the health, safety, accessibility, and operations of these key facilities.
- 4.2. Phase 2 – Facilities Master Plan:
- 4.2.1. Potential Solution Development: Based on the review of existing data, site visits, interviews with key stakeholders and an understanding of the space needs requirements of each facility, FGMA will develop two to three conceptual solutions on how to address the needs of each facility. The options may include renovations, additions, and/or new facilities. This work is performed interactively with significant input from the City.
 - 4.2.1.1. Conceptual Design: FGMA will prepare preliminary diagrams, conceptual site plans, conceptual floor plans, and building sketches for the recommended improvements. Concepts developed for each site will be diagrammatic in nature and illustrate graphically potential solutions. Conceptual plans will be visual representations of the building programs and illustrate the proposed layout, flow, and access for operations.
 - 4.2.1.2. Renderings: Following selection of a preferred scheme for the City Hall / Library complex, options for a new Police Department, and options for Fire Station #2, FGMA will prepare renderings of conceptual solutions that may include colored site and floor plans, 3D massing models, and/or 3D renderings of the proposed concepts.

- 4.2.2. Budgeting: Based on the conceptual diagrams and plans, FGMA shall prepare a preliminary opinion of probable construction costs and assist the City in preparing project budgets for each facility and a summary of the total budget. Project budgets will include hard costs (construction costs) and soft costs (Owner's costs including fees, furniture, fixtures, equipment, contingencies, etc.). Project Budgets may include escalation for inflation and similar impacts on costs.
- 4.2.3. Prioritization, Schedules and Phasing: FGMA will work with the City to prioritize the recommended projects based on the information available, including conceptual plans and project budgets, and prepare preliminary project schedules based on short-term and long-term objectives.
- 4.2.4. Preliminary Facilities Master Plan: From information gathered and generated, FGMA will prepare a preliminary Facilities Master Plan that details the methodology, findings, and recommendations, and issue to the City for review. FGMA will attend a review meeting with the City to address questions and comments. FGMA will incorporate suggested revisions into a final Facilities Master Plan suitable for presentation to City Council.
- 4.2.5. Final Facilities Master Plan: FGMA will incorporate responses to comments and requested changes into a final Facilities Master Plan. FGMA will assist the City to present the Facilities Master Plan to City Council and acceptance of the Facilities Master Plan will conclude Services for this Project.

5.0 Summary of Deliverables:

The following is a summary of the project deliverables.

- 5.1. Phase 1 – Analysis & Evaluation: Following the Project Kick-Off Meeting, analysis of existing data, and completion of the site visits, FGMA will provide the following information:
 - 5.1.1. Meeting Minutes.
 - 5.1.2. Written Project Goal Statement.
 - 5.1.3. Project Team Directory.
 - 5.1.4. Project Schedule.
 - 5.1.5. Summary of Findings.
- 5.2. Phase 2 – Facilities Master Plan: FGMA shall prepare a preliminary Facilities Master Plan Report that includes the following:
 - 5.2.1. Conceptual Site and Floor Plan Drawings.
 - 5.2.2. Comparative Analysis Summary of Options.
 - 5.2.3. Preliminary Budgets for Each Option.
 - 5.2.4. Preliminary Schedule for Each Option.

5.3. Facilities Master Plan: The final deliverable will include the following:

- 5.3.1. Space Needs Analysis Report.
- 5.3.2. Existing Conditions Evaluation Report.
- 5.3.3. Conceptual site plans, floor plans, diagrams, and sketches.
- 5.3.4. Budgets and schedules for each option developed.
- 5.3.5. Capital Improvement Implementation Plan, including Priority Matrix.
- 5.3.6. PowerPoint presentation for use with City Council and other key stakeholders.

6.0 Summary of Meetings:

6.1. In the preparation of this proposal, FGMA has assumed participation in the following meetings:

- 6.1.1. Project Kick-Off Meeting, in person meeting with key stakeholders.
- 6.1.2. Site Visits and Meetings with Stakeholders: Tours of existing facilities and meetings with key staff are anticipated to be completed over a two-day period. A total of six (6) site visits with corresponding meetings are anticipated.
- 6.1.3. Preliminary Review Meeting, either virtual or in-person with the City to review the summary of findings from analysis phase of the project.
- 6.1.4. Concept Review Meeting, in person with the City to review preliminary concepts. Several options may be developed for each facility and the goal would be to select one scheme for each location for further refinement.
- 6.1.5. Preliminary Review Meeting, in person with the City to review the preliminary Facilities Master Plan. The goal would be to review recommended improvements and associated costs with a goal of prioritizing the projects based on the goals and objectives.
- 6.1.6. Final Review Meeting, in person with the City to present the final Facilities Master Plan and prep for the presentation to City Council.
- 6.1.7. Presentation to City Council, in person, to assist the City with the summary of options and recommended next steps.
- 6.1.8. Progress and Review Meetings: A reasonable number of regular meetings with the City conducted virtually are also included as part of Basic Services.
- 6.1.9. Additional Meetings or City Council Presentations: Attendance or participation in meetings, public input sessions, and/or Council Meetings other than those outlined as part of Basic Services may be considered an Additional Service. FGMA will provide regular communication and provide advance notice to the City if requested meetings fall outside of Basic Services.

7.0 Preliminary Schedule:

- 7.1. The following is a preliminary overview of the proposed project schedule with the note that the final schedule will be coordinated with the City of Geneva at the start of the project.

TASK	START	END
Phase 1 – Analysis		
Notice to Proceed	June 2023	--
Pre-Meeting Preparation (2 weeks)	June 2023	June 2023
Project Kick-Off Meeting (1 day)	June 2023	June 2023
Tours of Existing Facilities (1 week)	June 2023	July 2023
Review and Confirmation of Facilities Needs Assessment & Space and Programming Needs	June 2023	July 2023
Phase 2 – Evaluation		
Site Analysis	June 2023	July 2023
Review Options and Solutions	June 2023	August 2023
Prepare Preliminary Facility Master Plan	July 2023	August 2023
Presentation of Preliminary Facility Master Plan	August 2023	--
Refinements to Facility Master Plan	September 2023	October 2023
Presentation of Facility Master Plan	September 2023	--

8.0 Copyrights and Licenses

- 8.1. The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.
- 8.2. In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service or obtaining the Architect's written consent, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to defend, indemnify and hold harmless the Architect and its consultants from and against all claims, liabilities, damages, losses, costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section.

9.0 Insurance:

- 9.1. The Architect shall maintain and shall also cause each of its subconsultants to maintain the following insurance until termination of this Agreement.
- 9.1.1. Commercial General Liability with policy limits of not less than one million dollars (\$1,000,000.00) for each occurrence and Two Million Dollars (\$2,000,000.00) in the aggregate for bodily injury and property damage.

- 9.1.2. Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than One Million Dollars (\$1,000,000.00) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.
- 9.1.3. The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 9.1.1 and 9.1.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.
- 9.1.4. Workers' Compensation at statutory limits.
- 9.1.5. Employers' Liability with policy limits not less than Five Hundred Thousand Dollars (\$500,000.00) each accident, Five Hundred Thousand Dollars (\$500,000.00) each employee, and five hundred thousand dollars (\$500,000.00) policy limit.
- 9.1.6. Professional Liability covering negligent acts, errors, and omissions in the performance of professional services with policy limits of not less than Two Million Dollars (\$2,000,000.00) per claim and Three Million Dollars (\$3,000,000.00) in the aggregate.
- 9.1.7. Additional Insured Obligations. To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.
- 9.1.8. The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 9.1.

10.0 Use of Documents:

- 10.1. Drawings, specifications and other documents prepared by the Architect are the Architect's Instruments of Service and are for the Owner's use solely with respect to constructing the Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. Upon completion of the Project, provided that the Owner substantially performs its obligations under this Agreement, the Architect grants to the Owner a license to use the Architect's Instruments of Service as a reference for maintaining, altering and adding to the Project. The Owner agrees to indemnify the Architect from all costs and expenses related to claims arising from the Owner's use of the Instruments of Service without retaining the Architect. When transmitting copyright-protected information for use on the Project, the transmitting party represents that it is either the copyright owner of the information or has permission from the copyright owner to transmit the information for its use on the Project.

11.0 Termination, Suspension, or Abandonment:

- 11.1. The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.
- 11.2. Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.
- 11.3. If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.
- 11.4. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services.
- 11.5. In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated for services performed.
- 11.6. Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

12.0 Compensation:

- 12.1. For the Basic Services outlined above, FGMA will be compensated a fixed fee in the amount of Ninety-Nine Thousand Five Hundred Dollars (\$99,500.00). This amount includes customary direct expenses including local travel and in-house printing.

DESCRIPTION	FEE
Phase 1 – Analysis	50,000.00
Phase 2 – Evaluation	49,500.00
TOTAL	\$99,500.00

- 12.2. Invoices will be submitted monthly, or as agreed to by FGMA and the City based on the breakdown above. Payments shall be made by the Owner to FGM Architects, Inc. upon receipt of invoice. Payments shall be made in accordance with the Illinois Prompt Payment Act. Non-payment of invoices shall constitute grounds for discontinuing service.

13.0 Reimbursable Expenses:

- 13.1. FGMA and its consultants shall be reimbursed for direct costs not included as part of Basic Services including printing, reproduction, and similar project-related expenses.
- 13.2. The cost for the allowable reimbursable expenses is estimated to be less than Five Hundred Dollars (\$500.00) and will be submitted for payment without mark-up.

- 13.3. FGMA will request prior authorization from the City for expenses exceeding the initial budget. If the reimbursable expenses exceed the initial budget amount, FGMA shall provide notice to the City and request an adjustment to the compensation amount.

14.0 Additional Services:

- 14.1. Services not identified above, including services not customarily furnished in accordance with generally accepted architectural and engineering practice, will be provided as an Additional Service. Examples of Additional Services include the following:
- 14.1.1. Studies or assessments of other City facilities, including but not limited to existing communications towers.
 - 14.1.2. Response time studies related to public safety and emergency services.
 - 14.1.3. Geotechnical investigations and reports related to new or existing sites that may be considered for City facilities.
 - 14.1.4. Environmental Consulting and the identification of hazardous materials.
 - 14.1.5. Detailed or photorealistic renderings that are in addition to the concept sketches include above.
- 14.2. For any Additional Services authorized by the City beyond the scope of this Proposal, FGMA and its consultants shall be compensated either a negotiated fixed fee or on an hourly basis for the professional and technical employees engaged on the Project, at current hourly rates. A copy of the Hourly Rate Schedule is attached as Exhibit A.

15.0 Miscellaneous Provisions:

- 15.1. This Agreement shall be governed by the law of the place where the Project is located.
- 15.2. Neither party to this Agreement shall assign the contract as a whole without written consent of the other.
- 15.3. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or the Architect.
- 15.4. The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project sites.
- 15.5. The City shall provide copies of record documents relevant to the project, including existing drawings and/or floor plans for each facility and site plan information for the existing and proposed sites.
- 15.6. The City shall make the existing sites available, and assist with access, as required for design team walk throughs. Access to proposed sites will be coordinated with the City.
- 15.7. The City shall assist with scheduling the site tours and interviews with key stakeholders.
- 15.8. Studies or assessments of existing communications towers are not included as part of the Facilities Master Plan but can be provided upon request.

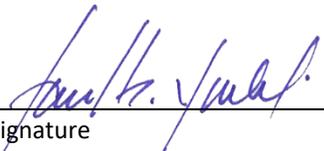
15.9. Response time studies are not included as part of Basic Services but can be provided upon request.

15.10. This Proposal is based upon services commencing within sixty (60) days and being completed within one year.

Agreed To:

FGM Architects Inc.

City of Geneva



Signature

Signature

David Yandel, AIA, LEED AP

Name

Name

Principal

Title

Title



Signature

John Dzarnowski, AIA

Name

CEO

Title

EXHIBIT A – HOURLY RATE SCHEDULE

Principal	\$300.00
Architect IV	\$260.00
Architect III	\$220.00
Architect II	\$180.00
Architect I	\$140.00
Interior Designer IV	\$240.00
Interior Designer III	\$200.00
Interior Designer II	\$160.00
Interior Designer I	\$120.00
Project Administrator	\$135.00

Rates are effective as of February 1, 2023 and subject to adjustment each November 1st.

ADDITIONAL MEETINGS

Compensation for attendance or participation at additional meetings, as requested by the Owner and as summarized in paragraph 6.1.9, shall be compensated on an hourly basis for staff spending time on the project. Costs will vary depending on the duration of the meeting and the number of participants and the Architect will confirm meeting requirements with the Owner in advance of any Additional Services.

EXHIBIT B – FEE WORKSHEET

The following is an outline of the tasks and estimate of hours for the City of Geneva Facilities Master Plan to be completed by FGM Architects and its Consultants:

Firm	FGMA	FGMA	FGMA	FGMA	FGMA	TERRA	LCI	
Role	PIC	PM	PA	PD	Arch	Civil	Cost	
1. Project Startup	PIC	PM	PA	PD	Arch	Civil	Cost	Notes
Project Startup	2	0	0	0	0	2	2	Initial Project Setup
Kick Off / Coordination Meeting	2	2	0	0	0	2	2	Confirmation of Goals & Objectives, Workplan, and Schedule
Subtotal Hours	4	2	0	0	0	4	4	
Total Hours	14							
2. Village Hall / Library	PIC	PM	PA	PD	Arch	Civil	Cost	Notes
Tour / Confirmation of Existing Conditions	4	4	0	0	0	4	4	Tour Combined with Meeting(s)
Meeting with Key Stakeholders	4	4	0	0	0	4	4	Meeting(s) Combined with Tour
Create Base Drawings	0	0	0	0	16	0	0	Create Base Drawings
Space / Operational Needs Analysis	4	4	0	4	0	0	0	Space Needs Analysis
Solutions Development & Concepts	4	8	0	12	24	8	0	Conceptual Site Plan, Floor Plans, and 3D Images
Preparation and Review of Cost Estimate	2	2	0	0	0	4	32	Estimate Prepared by LCI and Reviewed by Design Team
Preliminary Report Preparation	4	4	0	0	0	0	0	Space Needs Report
Meetings	2	2	0	0	0	2	2	Internal Meetings and External Meetings with COG
Subtotal Hours	24	28	0	16	40	22	42	
Total Hours	172							

Firm	FGMA	FGMA	FGMA	FGMA	FGMA	TERRA	LCI	
3. Police Department	PIC	PM	PA	PD	Arch	Civil	Cost	Notes
Tour / Confirmation of Existing Conditions	0	2	2	0	0	2	2	Tour Combined with Meeting(s)
Meeting with Key Stakeholders	0	2	2	0	0	2	2	Meeting(s) Combined with Tour
Create Base Drawings	0	0	0	0	16	0	0	Create Base Drawings
Space / Operational Needs Analysis	0	0	0	4	0	0	0	Space Needs Analysis
Solutions Development & Concepts	2	8	4	12	24	8	0	Conceptual Site Plan, Floor Plans, and 3D Images
Preparation and Review of Cost Estimate	2	2	2	0	0	4	32	Estimate Prepared by LCI and Reviewed by Design Team
Preliminary Report Preparation	2	0	8	0	0	0	0	Space Needs Report
Meetings	2	2	2	0	0	2	2	Internal Meetings and External Meetings with COG
Subtotal Hours	8	16	20	16	40	18	38	
Total Hours	156							
4. Fire Station 1	PIC	PM	PA	PD	Arch	Civil	Cost	Notes
Tour / Confirmation of Existing Conditions	2	2	0	0	0	0	2	Tour Combined with Meeting(s)
Meeting with Key Stakeholders	2	2	0	0	0	0	2	Meeting(s) Combined with Tour
Create Base Drawings	0	0	0	0	8	0	0	Create Base Drawings
Space / Operational Needs Analysis	2	2	0	0	0	0	0	Space Needs Analysis
Solutions Development	2	2	0	4	16	0	0	Minimal Improvements Anticipated
Preparation and Review of Cost Estimate	0	2	0	0	0	0	8	Estimate Prepared by LCI and Reviewed by Design Team
Preliminary Report Preparation	4	4	0	0	0	0	0	Space Needs Report
Meetings	2	2	0	0	0	2	2	Internal Meetings and External Meetings with COG
Subtotal Hours	14	16	0	4	24	2	14	
Total Hours	74							

Firm	FGMA	FGMA	FGMA	FGMA	FGMA	TERRA	LCI	
5. Fire Station 2	PIC	PM	PA	PD	Arch	Civil	Cost	Notes
Tour / Confirmation of Existing Conditions	2	2	0	0	0	2	2	Tour Combined with Meeting(s)
Meeting with Key Stakeholders	2	2	0	0	0	2	2	Meeting(s) Combined with Tour
Create Base Drawings	0	0	0	0	8	0	0	Create Base Drawings
Space / Operational Needs Analysis	2	2	0	4	0	0	0	Space Needs Analysis
Solutions Development	0	2	0	4	16	0	0	Review Options for Addition and New Construction
Preparation and Review of Cost Estimate	2	2	0	0	0	0	16	Estimate Prepared by LCI and Reviewed by Design Team
Preliminary Report Preparation	2	2	0	0	0	0	0	Space Needs Report
Meetings	2	2	0	0	0	2	2	Internal Meetings and External Meetings with COG
Subtotal Hours	12	14	0	8	24	6	22	
Total Hours	86							
6. Public Works	PIC	PM	PA	PD	Arch	Civil	Cost	Notes
Tour / Confirmation of Existing Conditions	2	2	0	0	0	2	2	Tour Combined with Meeting(s)
Meeting with Key Stakeholders	2	2	0	0	0	2	2	Meeting(s) Combined with Tour
Create Base Drawings	0	0	0	0	8	0	0	Create Base Drawings
Space / Operational Needs Analysis	2	2	0	2	0	0	0	Minimal Space Needs Anticipated
Solutions Development	0	2	0	4	16	0	0	Minimal Improvements Anticipated
Preparation and Review of Cost Estimate	4	0	0	0	0	0	8	Estimate Prepared by LCI and Reviewed by Design Team
Preliminary Report Preparation	4	0	0	0	0	0	0	Space Needs Report
Meetings	2	2	0	0	0	2	0	Internal Meetings and External Meetings with COG
Subtotal Hours	16	10	0	6	24	6	12	
Total Hours	74							

Firm	FGMA	FGMA	FGMA	FGMA	FGMA	TERRA	LCI	
10. Other	PIC	PM	PA	PD	Arch	Civil	Cost	Notes
Project Management	4	0	0	0	0	4	4	
Public Meetings	0	0	0	0	0	0	0	Not Currently Included
Preliminary Report Preparation	8	4	0	0	0	4	4	Culmination of All Reports Plus Schedule
Preliminary Review Meeting	4	4	0	0	0	0	0	
Preliminary Presentation Board Meeting	2	2	0	0	0	0	2	
Final Report Preparation	4	4	0	0	0	0	0	
Final Presentation Board Meeting	2	2	0	0	0	0	2	End of Basic Services
Subtotal Hours	24	16	0	0	0	8	12	
Total Hours	60							
Total of Hours by Role	102	102	20	50	152	66	144	
Total Hours	636							