



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item:	Architectural and Engineering Services		
Presenter & Title:	Stephanie K. Dawkins, City Administrator		
Date:	August 4, 2025		
<i>Please Check Appropriate Box:</i>			
<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: SG-III; QIS			
Estimated Cost: \$95,000	Budgeted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Other Funding? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If "Other Funding," please explain how the item will be funded:</i>			
Executive Summary:			
<p>On July 21, 2025, the City Council adopted the City of Geneva's Facilities Master Plan to help guide decisions related to municipal facilities and provide a strategic roadmap for achieving the City's goals of Strong Governance and Quality Infrastructure and Services.</p> <p>Among the priorities identified through prior data collection, including stakeholder interviews and community surveys, the need for a modern police facility emerged as a high priority. In order to further engage the community and begin detailed planning efforts, FGM Architects has submitted a proposal for professional architectural and engineering services aimed at developing a clear vision for the future police facility. This work will include establishing design concepts, architectural character, construction standards, and detailed project requirements.</p> <p>The final deliverables will include site plans, floor plans, elevations, and up to ten enhanced visual renderings of a potential new facility. These materials will support future public information and outreach efforts, helping to inform and involve the community as the City evaluates the next steps in addressing this important infrastructure need.</p>			
Attachments: <i>(please list)</i>			
<ul style="list-style-type: none"> • Resolution and Professional Services Agreement 			
Voting Requirements:			
<p><i>This motion requires a simple majority of affirmative votes for passage. (City Council Only)</i></p> <p><i>The Mayor may vote on three occasions: (a) when the vote of the alderpersons has resulted in a tie; (b) when one half of the alderpersons 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 Execution of a Professional Services Agreement with FGM Architects Inc. in the amount of \$95,000 for Architectural and Engineering Services.</p>			

RESOLUTION NO. 2025-100

RESOLUTION AUTHORIZING EXECUTION OF PROFESSIONAL SERVICES AGREEMENT FOR ARCHITECTURAL AND ENGINEERING SERVICES FGM ARCHITECTS INC.

WHEREAS, the City of Geneva’s Strategic Plan identifies “Strong Governance” as a key strategic goal, with an emphasis on ensuring that municipal facilities effectively meet the needs of the community (SG-III); and

WHEREAS, in 2021, the City completed a comprehensive facilities assessment that identified the need for significant improvements to existing infrastructure; and

WHEREAS, in 2023, the City retained FGM Architects, Inc. to provide Facility Master Planning Services to guide future decision-making; and

WHEREAS, in 2024, the City conducted a robust community engagement process to gather public input and build support for potential improvements to City facilities; and

WHEREAS, in 2025, the City Council formally adopted the Facilities Master Plan to serve as a roadmap for aligning facility improvements with strategic goals and community expectations; and

WHEREAS, the City is now evaluating the next steps in addressing critical infrastructure needs and seeks to develop conceptual design materials to further inform and engage the community in the planning process.

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 or designee is authorized to execute in the form attached at “Exhibit A” a professional services agreement with FGM Architects Inc.

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 _____, 2025.

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

APPROVED by me this ___ day of _____, 2025.

Mayor

ATTEST:

City Clerk



Agreement between Owner and Architect

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.
1 Westbrook Corporate Center, Suite 1000
Westchester, Illinois 60154

For the following Project:

City of Geneva
New Police Station
Phase 1 – Program Verification and Conceptualization

FGMA Project No. M4-0974.00

The Owner and Architect agree as follows:



1.0 Project Understanding:

- 1.1. FGM Architects (FGMA or Architect) will provide professional architectural and engineering services for a new police station, as further described below. The initial program statement is based on the Facilities Master Plan dated July 21, 2025.
 - 1.1.1. Project Description: A new 45,000 SF, single story police station located east of the city's Public Works Department on South Street in Geneva, Illinois. Bid alternates may be considered for indoor parking and/or an indoor firing / training range and will be confirmed with the City as part of Phase 1.
 - 1.1.2. Project Budget: The preliminary cost of the base bid scope of work is estimated to be \$47.6M. The alternate for indoor parking ranges from \$5.9M to \$9.3M and the alternate for an indoor firing range ranges from \$3.2M to \$5.8M and will be confirmed with the City as part of Phase 1.

2.0 Project Team:

- 2.1. The following is an overview of the Project Team:
 - 2.1.1. 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.
 - 2.1.2. Civil Engineer and Landscape Architect: TERRA Engineering Inc. (TERRA): TERRA will assist with civil engineering and landscape architecture. Services include assistance with site assessment providing feedback on possible stormwater impact, utility impacts, comments on geotechnical data, and site maneuvering for equipment/vehicles.
 - 2.1.3. Structural Engineer: McCluskey Engineering Corporation (MEC) will provide structural engineering.
 - 2.1.4. Mechanical and Electrical Engineer: Consolidated Consulting Engineers (CEC) will provide mechanical (heating, ventilation, air conditioning, plumbing, and fire protection) and electrical (power, lighting, and fire alarm) engineering services.
 - 2.1.5. Security Consultant: Correct Electronics will provide technology and security consulting for the closed circuit television (CCTV), access control, intrusion detection, and detention systems.
- 2.2. Owner's Construction Manager: Leopardo Companies, Inc. (Leopardo): Leopardo will provide cost consulting as well as input into feasibility, construction, phasing, and schedule for the Project.
- 2.3. Other Specialty Consultants: The scope of the Project is limited to the 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. Examples include the following:
 - 2.3.1. Geotechnical Engineer: Geotechnical Investigation and Report.
 - 2.3.2. Professional Surveyor: Pre-Construction Topographic Site Survey.



3.0 Scope of Basic Services:

3.1. Basic Services: The Design Team will provide the following Basic Services as part of the Program Verification and Conceptualization phase of the Project:

- 3.1.1. Conduct a Project Kick-Off / Visioning Meeting with the stakeholders identified by the City to confirm the goals and objectives for the project and review and confirm the preliminary programmatic requirements. In addition, review the vision for the project including architectural character, design and construction standards, and specific project requirements with the City.
- 3.1.2. Following the meeting with the City, review the preliminary programmatic needs completed as part of the Facilities Master Plan and document the program in written, tabular, and graphic formats. Prepare updated programming documents including a written and graphic listing of individual space needs and adjacency diagrams. The Design Team will then meet to review initial planning concepts, including a discussion on opportunities and constraints, and conduct a Design Charrette. Participation by the City in the Charrette is encouraged.
- 3.1.3. Informed by the updated space program, and based on ideas generated in the Design Charrette, the Design Team will prepare a minimum of three (3) conceptual design options for the project, each with a preliminary test-fit space plan based on the approved space program. Design options will include a site plan with proposed improvements to the areas immediately adjacent to the new facility.
- 3.1.4. Attend a follow-up meeting with the stakeholders to present the preliminary programming documents and concept designs, review and confirm program elements along with the opportunities and constraints, review possible alternatives if appropriate, and discuss prioritization of the project scope with respect to budget. The primary goal of the meeting is to select a preferred scheme for further refinement, ensure that the Design Team has the relevant information pertaining to the completion of the Programming Report, and reaffirm the expected deliverables.
- 3.1.5. Following the meeting, refine the preferred concept and programming documents and prepare final documents for review.
- 3.1.6. Present the updated Programming Documents with Concept Design / Test Fits in a meeting with the City.
- 3.1.7. Incorporate the City's comments into the Final Program Report.

4.0 Summary of Deliverables:

- 4.1.1. Program Report: A summary of the programmatic requirements including the following:
 - 4.1.1.1. Executive Summary discussing priority of project needs and solutions outlined in the Programming Report.
 - 4.1.1.2. A written and tabular listing of the program showing net assignable space organized by category.



4.1.1.3. A preliminary summary of architectural, structural, civil, landscaping, mechanical, electrical, plumbing, fire protection, security, and technology systems to assist the Construction Manager with a preliminary opinion of probable construction costs.

4.1.2. Concept Design: Drawings including site plan(s), floor plan(s), elevations, and up to ten (10) enhanced renderings of the new facility.

5.0 Summary of Meetings:

5.1. In the preparation of this proposal, FGMA has assumed participation in the following meetings as part of Phase 1 – Pre-Referendum:

5.1.1. Project Kick-Off Meeting: In person meeting with key stakeholders.

5.1.2. Preliminary Review Meeting: Either virtual or in-person with the City to review the program requirements.

5.1.3. Concept Review Meeting: In person with the City to review preliminary concepts. The goal would be to select one scheme for further refinement.

5.1.4. Preliminary Review Meeting: In person with the City to review the preliminary schematic design.

5.1.5. Final Review Meeting: In person with the City to present the final schematic design and prep for the presentation to City Council.

5.1.6. Presentation to City Council: In person, to assist the City with the presentation of the Program Report and Concept Design documents.

5.1.7. Progress and Design Review Meetings: A reasonable number of regular meetings with the City conducted virtually or in person are included as part of Basic Services. Weekly or bi-weekly conference calls between the Design Team's Project Manager and the City's representative(s) to review progress of the work and items needing attention are anticipated.

5.1.8. 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.

6.0 Preliminary Schedule:

6.1. 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.



Phase 1 – Pre-Referendum	Start	End
Notice to Proceed	August 2025	--
Program Verification / Concept Design Phase	August 2025	September 2025
Schematic Design Phase	September 2025	October 2025
COW Presentation	November 2025	--

7.0 Compensation:

- 7.1. **Basic Services:** For the Architect’s Basic Services described under Article 3, the Owner shall compensate the Architect on the basis of a fixed fee in the amount of Ninety-Five Thousand Dollars (\$95,000). Fixed Fees for Basic Services include customary direct expenses including local travel, in-house printing and reproduction, standard first-class postage, and regular telephone and electronic communications. This amount is further broken down as follows:
- 7.2. **Supplemental Services:** For the Architect’s Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect on the basis of a fixed fee in the amounts listed below. Fixed Fees for Supplemental Services include customary direct expenses including local travel, in-house printing and reproduction, standard first-class postage, and regular telephone and electronic communications. This amount is further broken down as follows:
- 7.3. **Reimbursable Expenses:** Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect’s consultants directly related to the Project, including printing, reproduction, and similar project-related expenses.
- 7.3.1. 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.
- 7.3.2. 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.
- 7.4. **Additional Services:** 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. For any Additional Services authorized by the City beyond the scope of this Agreement, FGMA and its consultants shall be compensated by the Owner with either a negotiated fixed fee or on an hourly basis for staff engaged on the Project, at current hourly rates.
- 7.5. **Hourly Rates:** The following hourly rates for the Architect are subject to annual adjustment:



Position	Hourly Rate
Principal	\$300.00
Arch IV	\$260.00
Arch III	\$220.00
Arch II	\$180.00
Arch 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

- 7.6. Additional Meetings: Compensation for attendance or participation at additional meetings, as requested by the Owner, 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.
- 7.7. Invoices: 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.
- 8.0 Miscellaneous Provisions:**
- 8.1. This Agreement shall be governed by the law of the place where the Project is located.
- 8.2. Neither party to this Agreement shall assign the contract as a whole without written consent of the other.
- 8.3. 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.
- 8.4. 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.
- 8.5. The City shall provide copies of record documents relevant to the project, including site plan information for the existing site.
- 8.6. The City shall make the existing site available, and assist with access, as required for design team walk throughs. Access to proposed sites will be coordinated with the City.
- 8.7. The City shall assist with scheduling site tours and meetings with key stakeholders.



- 8.8. Studies or assessments of existing communications towers are not included as part of the Project but can be provided upon request.
- 8.9. Response time studies are not included as part of the Project but can be provided upon request.
- 8.10. This Proposal is based upon services commencing within sixty (60) days and being completed within one year.

Agreed To:

FGM Architects Inc.


 _____ July 28, 2025
 Signature & Date

David Yandel, AIA, LEED AP

 Name (Printed)

Principal

 Title


 _____ July 28, 2025
 Signature & Date

John Dzarnowski, AIA

 Name (Printed)

CEO

 Title

City of Geneva

 Signature & Date

 Name (Printed)

 Title

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