



## **Municipal Center Remodeling/Renovation Project (3/21/16)**

- Construction of the current Municipal Center was completed in 1981 and has undergone several remodeling projects during the past 36 years.
- The most recent project was completed in 2003 and involved extensive remodeling of the Municipal Center including redesign of interior office and Board room work spaces and HVAC systems.
- When the current Municipal Center was designed in the late 1970s, there were no computers, local area networks, file servers, smartphones, Voice Over Internet Protocol telephones, social networking or televised board meetings as we know and have come to expect them to exist today. None of this technology was designed into the current facility back in 1979.
- During the economic recession that started in 2007-08, there were limited funds to renovate and update the interior of the Municipal Center as we “lived within our means” during tough economic times.
- Coming out of the economic recession staff felt we needed to revisit the strategy of holding off on upgrades to the Municipal Center and developed a list of needed upgrades for the Municipal Center. Our internal list showed there is now a need to perform more extensive remodeling and updates to the building interior as many of the design features, audio-video/IT systems and environmental sustainability features are outdated and have caused operational inefficiencies.
- Staff completed a self-assessment in 2014, which identified current office and interior design deficiencies and contemplated updates, which would allow us to maintain efficient operations and provide a pleasant working environment for employees and guests.
- Staff subsequently met with 4 architectural firms to discuss our self-assessment of items we felt needed to be upgraded. We also wanted to get a better idea of the scope of work and approach being proposed by each architect. Prior to receiving the proposals staff conducted a walk-through of the Municipal Center with the 4 architectural firms to identify each area and item on the list of proposed upgrades. After receiving proposals from the architectural firms, staff met with each of them to determine which firm best met the needs of the Village based on .their design approach, prior remodeling experience with public sector entities and positive feedback from their references.
- Based on our discussions with each firm, evaluation of their design approach and reference checks on prior remodeling jobs, Williams Architects with offices in Itasca, Chicago and Kansas City, MO was selected to validate our assessment of remodeling needs and to provide planning services and statement of probable costs for construction.

Williams Architects (WA) completed the following analysis:

- **Facility Evaluation**
  - Village provided drawings and other information for the existing facility
  - Architect and Mechanical, Electrical, Plumbing and Fire Suppression Engineers reviewed the data, toured the facility, spoke to Village personal responsible for the upkeep of the building
  - Team of consultants provided reports on the condition of the building shell, interior components and the building's systems
  - Architect reviewed the layout, public service locations and types and sizes of the work spaces for staff
  
- **Space Needs Analysis**
  - Reviewed potential future Village growth
  - Evaluated the staff provided current and future Village Hall & police functions and staffing
  - Provided a detailed space program that included the existing spaces and their sizes as well as a range of size for each space based upon industry standards
  - Space program reviewed with staff and refined to a target space program that was endorsed by the project team
  
- **Facility Improvement Options and Budgets**
  - Based on Village Board direction, the Architect and staff worked to develop 4 options including the following:
    1. Repairs and code required changes, updates to the building's finishes and furniture, plus additions and major remodeling to meet the space program recommendations
    2. The above, plus partial demolition of the existing building, possible land acquisition and additions and changes to the building, site layout and parking
    3. Construction of an all new police station on another site and remodeling to the Village Hall for the departments that remain
    4. Construction of an all new facility to house the Village Hall and police on another site and then sell the current site for its highest and best use
- Project budgets were developed to estimate an order of magnitude cost to implement each option
- Village Board reviewed the options, budget estimates and available Village funding

## FINDINGS

- BUILDING

- Building exterior walls and windows are in generally good condition and only need minor repairs
- The asphalt roll roofing has been redone and is in good condition
- The HVAC system has had significant equipment replacements made in the last decade and should continue to be serviceable for another 8 to 10 years. However, there are numerous areas within the building that need better temperature control. This can be accomplished by adding additional zones (each with their own thermostat), repairing parts that appear to be non-functioning and by rebalancing the air distribution
- The lighting has been upgraded to more efficient light fixtures in the parking lots and the interior of the building. However, recent energy code changes will require all new lighting control systems in any space that is remodeled and new LED light fixtures are now available that could further reduce the energy usage, provide better lighting and all but eliminate bulb replacement for many years
- The building's emergency generator is in serviceable condition, but can only provide power to a portion of the building
- The plumbing system is generally in fair to good condition, but has had a few drainage issues
- Fire suppression system and fire alarm system are in good condition
- There are accessibility issues due to new ADA regulations enacted since 1979
- Interior finishes, though well maintained, are worn and many are near the end of their serviceable life
- The facility is not designed to easily allow a second floor to be added. Therefore, it would be more expensive to provide the added space with a second floor than by using an addition
- The building, in general, has a tired, worn, outdated and negative affect on the energy level of those that visit and work here

- LAYOUT, FUNCTIONALITY AND SECURITY

- The public service counters are spread out over both levels of the building and therefore, affect the convenience to the citizens
- Building security is compromised due to the public needing access to the numerous areas in the lower level
- Staff offices and work areas are at the bottom of the range for municipal industry standards
- There are not sufficient work areas for current nor future estimated staff
- Village Hall functions are separated between the main and lower levels and therefore, negatively affect the efficiency and coordination of staff work efforts
- There are insufficient number and capacity for conference and meeting rooms, both for staff usage and meetings with the public
- Numerous staff that work regularly in their offices or workstations are located in the lower level and have minimal or no access to day light

- SPACE NEEDS

- The municipal building was built in 1979 when the Village's population was close to 15,400
- Carol Stream's current population of approximately 42,000 is expected to grow to 47,300 the next 2 to 3 decades. (Chicago Metropolitan Agency for Planning – CMAP- Projection)
- Municipal Center staffing is expected to grow from 34 to 39 and the Police Department is expected to grow from its current staff of 89 to a staff of 93 over the next few years
- The existing facility of 40,400 SF is inadequate to meet the current and future space needs of the operating departments. The facility should be approximately 54,730 SF to adequately support the near term staffing levels plus approximately 6 new work spaces to allow some minor growth and/or change in the years that follow

### Options and Project Budgets

- OPTION 1

- Description: Repairs and code required changes, updates to the building's finishes and furniture, plus additions and major remodeling to meet the space program recommendations
- Evaluation: This option would meet the near term space needs for the Village, but would greatly limit future options to accommodate any longer term facility needs
- Total budget range: \$10,136,072 to \$12,396,534

- OPTION 2

- **Description: The above, plus partial demolition of the existing building and additions and changes to the building, site layout and parking**
- **Evaluation: This option would meet the near term and long space needs for the Village by providing additional, unfinished, basement space that can be built out at later time should additional space needs occur**
- **Total budget range: \$13,096,836 to \$15,650,442**

- OPTION 3

- Description: Construction of an all new police station on another site and remodeling to the Village Hall for the departments that remain
- Evaluation: This option would exceed the long term space needs for the Village Hall and meet the near term space needs and allow for future additions to the police facility. Provides a somewhat superior police design opportunity that an all new facility allows since it is not constrained by an existing layout
- Total budget range: \$22,398,350 to \$26,035,050 (not including land acquisition)

➤ **OPTION 4**

- Description: Construction of an all new facility to house the Village Hall and police on another site and then sell the current site for its highest and best use
- Evaluation: This option would meet the near term space needs for both the Village Hall and police with the most efficient building size and would allow future additions to meet the future expansion needs. Provides a somewhat superior design opportunity that an all new facility allows since it is not constrained by an existing layout. Includes sale of the existing site for its highest and best use.
- Total budget range: \$23,599,455 to \$26,568,176 (not including land acquisition)

**Project Timeline:**

<b>Estimated Project Schedule Option 2</b>	<b>Projected Completion</b>	<b>Status</b>
Basic Services Contract with Williams Architects <sup>1</sup>	April 2016	4/4/16
Schematic Design Phase	August 2016	
Design Development Phase	November 2016	
Construction Documents	March 2017	
Bidding, contracts and start of construction	May 2017	
Complete both phases of construction	August 2018	
Owner move-in and fully use new facility	September 2018	

<sup>1</sup> The Village Board will review a proposal for basic architectural services from WA for project Option 2 at their Board meeting on April 4, 2016 at 7:30 p.m.

**Contact Information**

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TBD	