



**VILLAGE OF JOHNSBURG**

**REQUEST FOR QUALIFICATIONS**

**FOR**

**PROFESSIONAL ARCHITECTURAL SERVICES**

**FOR THE**

**Village of Johnsburg**  
**David G. Dominguez Municipal Center**

## **REQUEST FOR QUALIFICATIONS ARCHITECTURAL SERVICES**

**Project Title:     Johnsburg – David G. Dominguez Municipal Center**

### **Project Description**

The Village of Johnsburg is planning to remodel and expand the existing Village Hall and also add on a Police Station to centrally locate those services (aka David G. Dominguez Municipal Center).

The existing facility is approximately 3,250 Sq. Ft., single story, wood framed structure, on a concrete slab. The proposed Village Hall remodel/expansion will add approx. 2,450 Sq. Ft. of remodeled /additional offices, conference rooms, larger Board Room, ADA bathrooms, file storage, IT/Server Room, and Break Room for a total area of 5,700 Sq. Ft. The new 8,200 Sq. Ft. Police Station will be extended to the west of the existing structure and include the rooms and areas listed on the “Preliminary” Space Needs Program that the Building/ Facility Team created over the last year. The approximate total footprint would be 13,900 Sq. Ft. The building team also visited several combo Village Hall/Police stations to create the preliminary list of needs/wants. The facility is to be constructed on Village owned property at 1515 Channel Beach Avenue which is where the current Village Hall and Sunnyside Park are located. This provides a centrally located facility with shared parking and plenty of room for expansion.

Over the last year, the Village has undertaken preliminary conceptual studies including conceptual site planning and a preliminary space needs analysis along with a scheduling and budgeting review. From these studies and the site visits, it has been determined that this facility will create efficiencies by sharing spaces and needs between the Village Hall team and the Police Department and serve the community for the next 20 years. The selected design firm will also evaluate the single story concept (slab on grade), two story option and basement options keeping in mind the budget and future expansion options.

Overall Project Management along with all Survey, Civil Engineering, and Landscape Architecture services are being provided by the Village’s Engineer, HR Green, Inc. (Tim Hartnett). The building plan check and inspection will also be provided by HR Green, Inc. (Frank Urbina).

### **Scope of Services**

The Board of Trustees for the Village of Johnsburg is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Architectural Services, as per (50 ILCS 510/) Local Government Professional Services Selection Act.

Initially, the services of the selected Architectural Firm will include only development of initial design services, including scheduling, budgeting, funding, and delivery method. After the initial services are completed, the Architectural Firm's services may be extended through subsequent phases of the Project as the Public Entity deems to be in its best interests. Such further services shall be provided via amendment to the initial contract.

This RFQ is not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the Qualifications. There will be no public opening and reading of responses received by the Public Entity pursuant to this request.

### **General Description of Scope of Services**

- a) The selected architectural firm will become part of a project team consisting of members of the Public Entity and community stakeholders and to perform services as required.
- b) The Design Team may be requested to:
  - a. Attend meetings with Public Entity administrative staff as necessary.
  - b. Attend Public Entity Board of Trustees meetings as necessary.
  - c. Develop preliminary drafts of the Project Program for Public Entity review and comment.
  - d. Consult with Public Entity on budgetary and funding matters.
  - e. Consult with the Public Entity on Project scheduling considerations. Consult with the Public Entity on general concepts of the Project scope of work and Project needs.
- c) The firm's services and product provided shall conform to the Illinois State Municipal Code and be in accordance with all federal, state and local laws, codes, ordinances, and regulations.

### **Minimum Requirements**

To be considered, interested **prime firms** shall, as a minimum:

1. Have within the past seven (7) years, your Firm, had direct experience designing Village Halls and Police Department Facilities (municipal centers).
2. Have a State of Illinois architect licensed with no less than five (5) years' experience and demonstrate a local presence, with an Illinois office preferred.
3. Have design, collaboration or direct experience with LEED certified projects
4. Submit proof of financial credibility, State of Illinois business license, and a Certificate of Incorporation.

### **Response to Qualifications**

Due Date & Time: February 8, 2019 by 4:00 p.m.

Address: Village of Johnsburg – Village Hall / PD RFQ  
1515 Channel Beach Ave  
Johnsburg, IL 60051

Qualifications must be enclosed in a sealed envelope (or other sealed container); the package must clearly show the phrase ***"Request for Qualifications - Architectural Services for Johnsburg – David G. Dominguez Municipal Center"*** and the Respondent's name.

Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to 50 pages, exclusive of required attachments. Adherence to the maximum page criterion is critical; each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submittal information.

Comments: In order to facilitate review, eight paper copies (8) and one (1) digital copy of submittal must be provided.  
The Village of Johnsburg, IL assumes no responsibility for costs related to preparation of submittals.

### **Point of Contact for Village**

Name: Ms. Claudett Peters, Village Administrator  
Entity: Village of Johnsburg, 1515 Channel Beach Ave., Johnsburg, IL 60051  
Phone: 815-385-6023  
Email: [cpeters@johnsburg.org](mailto:cpeters@johnsburg.org)

### **Respondents' Inquiries and Addenda**

Any questions or concerns regarding this RFP shall be directed in writing to:

Name: Mr. Frank Urbina, AIA, CBO  
Entity: HR Green, Inc., 420 N. Front Street, McHenry, IL 60050  
Phone: 815-759-8389  
Email: [furbina@hrgreen.com](mailto:furbina@hrgreen.com)

Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions.

Oral and other interpretations or clarification will be without legal effect.

## **I. INTRODUCTION**

### **A. Project Description**

Johnsburg - David G. Dominguez Municipal Center. Special attention should be paid to cost effectiveness in regard to operational costs, including utilities, recurring maintenance and sustainability and flexibility for future growth and or expansion horizontally and vertically.

### **B. Selection Process**

The *selection* process will involve two stages: (1) Submittals will be screened and scored, (2) A number of firms will be invited to participate in oral presentations. The Selection Committee will make a recommendation to the Village Board as to the firm that best matches the Village's goals.

#### **1. Architect Submittals**

Specific requirements for submittals and scoring criteria are detailed in Section II. SUBMITTAL REQUIREMENTS. In order to facilitate review, eight paper copies (8) and one (1) digital copy of submittal must be provided. Submittals must be received at:

Village of Johnsburg  
Attention: Ms. Claudett Peters  
1515 Channel Beach Avenue  
Johnsburg, IL 60051

Deadline for receipt (whether mailed or hand delivered) is February 8<sup>th</sup> , 2019 by 4:00 p.m. The Village of Johnsborg assumes no responsibility for costs related to preparation of submittals.

## **2. Oral Interviews**

It is anticipated that oral interviews will be conducted during the week of February 25, 2019. Interviews will be conducted in person. The time of the interviews is to be determined. Key personnel from the firm and major consultants who will be directly involved with the project should attend the interview. The interview panel will, in particular, be interested in knowing the proposed project approach and in meeting the individuals who will act as the primary contacts with the Village of Johnsborg.

## **C. Schedule**

Following is a known schedule of events for the RFQ process and an outline of the schedule for the balance of the project.

Documentation Available	January 14, 2019
RFQ Submittal Date	February 8, 2019
Submittal Screening	February 11-18, 2019
A/E Interview List Released to Board	February 19, 2019
A/E Oral Interviews (as scheduled)	Week of February 25, 2019
Recommendation to Village Board	March 5, 2019
Negotiation of A/E Contract	Week of March 11, 2019
Contract Award	March 19, 2019 or April 2, 2019
Anticipated Design Start	April 8, 2019
Anticipated Construction Start	Spring 2020
Anticipated Construction Completion	Spring/Summer 2021

## **II. SUBMITAL REQUIREMENTS**

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in the RFQ document. The firm's statement of qualifications submittal shall be no longer than 50 pages, not including Section H - Architect Profile. Following are elements that will be used to evaluate each firm's proposals:

### **A. LETTER OF INTEREST**

Briefly describe your firm's interest and capabilities on this Project (2 pages maximum).

### **B. FIRM CAPABILITIES / QUALIFICATIONS**

Elements that will be considered by the committee when scoring your submittal are the Prime Architect's capabilities and the capabilities of the supporting subconsultants. (Clearly indicate the aforementioned).

1. Are the lines of authority and coordination clearly identified?
2. Are the functions effectively integrated (e.g., sub-consultants' role clearly defined)?
3. Utilization of CADD
4. Current and projected workload

Note: Organizational charts and graphs depicting your capacity may be included.

### **C. PROJECT TEAM**

Identify the principal, the project manager, key staff and sub-consultants.

Elements that will be considered by the committee when scoring your submittal:

1. Qualifications and relevant individual experience.
2. Unique knowledge of key team members relating to the project.
3. Experience on projects as a team.
4. Key staff involvement in project management and onsite presence.
5. Time commitment of key staff.
6. Qualifications and relevant sub-consultant experience.

### **D. PRIOR EXPERIENCE**

Use this portion of your submittal to describe relevant experiences with the project type in this RFQ document and various services to be provided as well as the construction budget for each project. The limit of your planned and / or completed projects shall be a minimum of 4 to a maximum of 10, which commenced, or were completed with the past seven (7) years.

Elements that will be considered by the committee when scoring your submittal:

1. Experience of the key staff and firm with projects of similar scope and complexity at a minimum.
2. Demonstrated success on past projects of similar scope and complexity at a minimum.
3. References

Note: Include the name, email address and current telephone number of the owner's project manager for every project listed. (Title and label as attachment C)

### **E. PROJECT APPROACH**

For the project and professional services outlined in the RFQ document, describe how your team plans to accomplish the Design through Construction Administration services related to this Project.

### **F. WORK LOCATION**

Describe where the prime and sub-consultants will do the key work elements of this project.

Elements that will be considered by the committee when scoring your submittal:

1. Proximity of firm's office as it may affect coordination.
2. Firm's familiarity with the project area.

## **G. GENERAL TERMS AND CONDITIONS**

- a) All costs associated with developing or submitting a qualifications statement in response to this Request, or to provide oral or written clarification of its content shall be borne by the respondent. The Public Entity assumes no responsibility for these costs. This RFQ does not commit the Public Entity to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
- b) This RFQ does not commit the Public Entity to enter into a contract. The Public Entity reserves the right to award one, more than one, or no contract(s) in response to this RFQ. The Public Entity reserves the right to waive informalities and irregularities in the submissions of qualifications received. The Public Entity also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
- c) The Contract, if awarded, will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the Public Entity, as determined by the selection committee, upon approval of the Public Entity Board of Trustees.
- d) The Public Entity reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the Public Entity.
- e) The purpose of this Request for Qualifications is to identify an experienced Architectural Services firm with the best combination of qualifications.
- f) Requests for site visits and introductory meetings will be allowed.
- g) All Proposers are prohibited from making any contact with the Public Entity Personnel, Board of Trustees, or Village Administrator or any employee of the Public Entity with regard to the RFQ, other than in the manner and to the person(s) designated herein. The Village Administrator reserves the right to disqualify any Proposer found to have contacted the people listed above in any manner with regard to the RFQ

## **H. ARCHITECT'S INSURANCE AND INDEMNIFICATION REQUIREMENTS**

Architect shall provide a statement with this submittal stating that they can provide proof of insurance if selected as the Prime. The Prime must be able to obtain, and maintain, insurance of the types and in the amounts listed below.

### **A. Commercial General and Umbrella Liability Insurance**

Architect shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence from CG000110 93, or at the Village of Johnsburg sole option on a more current ISO form or a substitute form providing at least similar coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed

under an insured contract (including the tort liability of another assumed in a business contract).

Village of Johnsburg shall be included as an insured under the CGL, using ISO additional insured endorsement CG 2010 or a substitute providing at least similar coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Village of Johnsburg.

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.

**B. Professional Liability Insurance**

Architect shall maintain professional liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each wrongful act arising out of the performance or failure to perform professional services.

**C. Business Auto and Umbrella Liability Insurance**

Architect shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos. Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing at least equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage at least equivalent to that provided in the 1990 and later editions of CA 0001.

**D. Workers Compensation Insurance**

Architect shall maintain worker's compensation as required by statute and employer's liability insurance. The commercial umbrella and/or employer's liability limits shall not be less than \$1,000,000 each accident or bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

**E. General Insurance Provision**

1. Evidence of Insurance Prior to beginning work, architect shall furnish Village of Johnsburg with a certificate(s) of insurance and with applicable policy endorsement(s), executed by a duly authorized representative of each insurer, and such other evidence of insurance as shall be requested by Village of Johnsburg, showing compliance with the insurance requirement set forth above.

Village of Johnsburg shall have the right, but not the obligation, of prohibiting Architect from beginning services or work until such certificates or other evidence

that insurance has been placed in complete compliance with these requirements, is received and approved by Village of Johnsburg.

Architect's failure to provide or maintain the required insurance may result in termination of this agreement at Village of Johnsburg's option. Architect shall be solely liable for damages incurred or sustained by Village of Johnsburg as a result of such failure by architect. Architect shall provide certified copies of all insurance policies including -endorsements required above within 10 days of Village of Johnsburg's written request for said copies.

2. Acceptability of Insurers

For insurance companies which obtain a rating from A. M. Best, that rating should be no less than A VII using the most recent edition of the A.M Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Village of Johnsburg has the right to reject insurance written by an insurer it deems unacceptable.

3. Deductibles and Self-Insured Retentions Architect has advised Village of Johnsburg that its coverage is subject to a \$25,000 deductible and Owner has agreed that this level of deductible is acceptable to Village of Johnsburg.

4. Architect shall cause each subcontractor/consultant employed by architect to purchase and maintain insurance of the type specified above. When requested by the Village of Johnsburg, architect shall furnish copies of certificates of insurance evidencing coverage for each subcontractor/consultant.

*Please Note that the Indemnify Clause will be reviewed by Village of Johnsburg Attorneys upon selection.*

Architect shall indemnify Village of Johnsburg as follows:

Architect shall indemnify and hold harmless the Village of Johnsburg and its officers, officials, employees, volunteers and agents from and against claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorneys' and paralegals' fees and court costs), to the extent arising out of or resulting from the performance of the architect's services or work, which claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of wrongful or negligent act or omission of the architect, any subcontractor, or consultant or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party or person described in this paragraph. Architect shall similarly protect, indemnify and hold and save harmless the Village of Johnsburg, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of architect's breach of any of its obligations under, or Architect's default of, any provision of this Agreement.

**I. ARCHITECT PROFILE**

**Additional Qualifications and Performance Data Exhibit**

*NOTE: All questions must be addressed and information supplied by the Firm in order for this submission to be properly completed. Failure to answer any questions, provide any requested information or otherwise comply with any directive contained in this form may disqualify the submission. If any questions or directives do not pertain to your firm in any way, indicate that fact with the symbol N/A. For additional space, attach 8 ½ x 11" sheets of paper and indicate reference number (i.e. 12a, 12b, etc.) to correspond with each questions, unless noted otherwise within this Section herein.*

**EIGHT (8) COPIES AND ONE DIGITAL COPY OF EACH PROPOSAL MUST BE SENT TO:**

Village of Johnsburg  
Attention: Claudett Peters  
1515 Channel Beach Avenue  
Johnsburg, IL 60051

**Section 1 - COMPANY INFORMATION**

- 1a. Firm Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
County: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- 1b. Name, titles, and phone numbers of two contact people:  
1. \_\_\_\_\_  
2. \_\_\_\_\_
- 1c. Submittal is for:    Parent Company            Division            Subsidiary            Branch  
List any Division or Branch Offices which are to be included in this submission (attach separate list if more than one is to be included).  
Name of Entity: \_\_\_\_\_  
Address: \_\_\_\_\_
- 1d. Date Prepared \_\_\_\_\_

Section 2 - OWNERSHIP

2a. Type of Firm: Corporation Partnership Sole Ownership Joint Venture

2a. Corporation

State of Incorporation:

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

2b. Partnership

Names of Partners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2c. Sole Ownership

Name of Owner:

\_\_\_\_\_

Section 3 - ORGANIZATIONAL DETAIL

3a. Organizational Chart -Include a copy of the current organizational chart. For larger corporations, provide a Senior Management chart and an operational chart for the group responsible for Architectural Services. (Title and label attachment 3a)

3b. Federal Employer Identification Number: \_\_\_\_\_

3c. Year firm was established: \_\_\_\_\_

3d. Name and address of parent company, if applicable:

\_\_\_\_\_  
\_\_\_\_\_

3e. Indicate all other names by which your organization has been known and length of time known by each name.

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3f. Identify all states in which your firm is legally qualified to do business.

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Section 4 –COMPOSITION

4a. Indicate if your firm is a recognized Minority Business Enterprise or Women's Business Enterprise?

Yes

No

4b. If yes, indicate the appropriate category:

American Indian  
Black

Spanish Surname  
Other:

Asian American

Female Owner

Section S - FINANCIAL CLAIMS HISTORY

5a. Value of Annual Contracts in Whole: \_\_\_\_\_

5b. Value of Annual Contracts in Village Halls/Police Departments  
(Municipal Centers) \_\_\_\_\_

5c. Include financial balance sheet and/or annual report. (Title and label as attachment 5c.)

5d. Bank References (Name of Bank, Contact Person, Telephone number)

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5e. Name and address of Bonding Company and Agent:

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5f. Are there any outstanding judgments and/or citations currently against your company? {EPA, OSHA, Federal, State or Local}?

\_\_\_\_\_ NO

\_\_\_\_\_ YES Explain in Detail (Title and label as attachment 5f.)

5g. List and describe any assessed penalties or liquidated damages which occurred in the past five years. (Title as label as attachment 5g.)

5h. Has your organization ever been in bankruptcy or receivership?

\_\_\_\_\_ NO

\_\_\_\_\_ YES Explain in Detail (Title and label as attachment 5h.)

5i. Claims/Litigation History

Summarize all claims which have been made against your firm or any of its principals (with respect to design, engineering, construction administration construction management or construction services) within the last five (5) years. The summary should include all claims whether or not formal litigation transpired or if the claim was dismissed, the amount of the claim, the type of project and services involved and the resolution of the claim. (Title and label as attachment 5i.)

## Section 6 - EXPERIENCE

6a. When did your firm first become involved in architectural services of the nature required by this Project? (Title and label as attachment 6a)

6b. Briefly describe areas of "special" expertise your firm possesses. Title and label as attachment 6b)

6c. Briefly highlight not less than four (4), but not more than ten (10) projects similar in kind, scope and degree of technical difficulty to this Project which **your firm** (not representatives of your firm) has completed in the last seven (7) years. The 4 -10 projects stated above and further detailed below are a part of the 5 minimum and 10 maximum projects previous identified in Section 11.0 -Project Experience. To that end, include the following information and include the same in Section 11.0. (Title and label as attachment 6c)

- Location Name
- Location with address
- Client (complete with agency name, contact person(s) the person(s) who was (were) the principal client representative(s) the Project, address and phone). This should be the person whom you have done business with on each of the projects listed.
- Project hard construction cost.
- Project delivery system utilized on the project (Le. -General Contractor, Construction Manager, Advisor, other).
- Lead employees of the architectural firm on the project. State whether these employees are still with your firm.
- Start and end dates of project
- Project budget. Was project completed within budget? If not, why?
- Were there any disputes on the project (including without limitation disputes between the architect and client's representative or Construction Manager)? If yes, describe in detail and state how the dispute was resolved. Your answer should include, but not be limited to, any litigation, mediation, or arbitration proceedings, work suspension, by, or termination of, your firm or any trade contract.

BY YOUR SUBMISSION OF THE REQUESTED INFORMATION YOU ARE AUTHORIZING THE VILLAGE OF JOHNSBURG ILLINOIS TO CONTACT REFERENCES SUBMITTED, AND TO CONDUCT SUCH FURTHER INVESTIGATION, MAKE SUCH FURTHER INQUIRIES AND OBTAIN SUCH FURTHER INFORMATION AS THE VILLAGE OF JOHNSBURG DEEMS NECESSARY OR ADVISABLE TO EVALUATE YOUR EXPERIENCE, EXPERTISE, CAPACITY, AND RESPONSIBILITY.

6d. Briefly describe the projects in which you anticipate your firm will be engaged to provide services for in the current and next year. (Title and label as attachment 6e)

6e. Architect is currently operating at (please fill in) capacity. If you are approaching 100%, state how you will staff this project. (Title and label as attachment 6f)

6f. How many registered architects and/or engineers do you currently have on staff? \_\_\_\_  
List their names and identify as architect or engineer: (Title and label as attachment 6g)

6g. How many other personnel do you have on staff? Enumerate and list the title / position. (Title and label as attachment 6h)

6h. How many total staff at the Corporate Office Location servicing this project? \_\_\_\_\_

Section 7 - PROJECT TEAM

7a. Attach a curriculum vitae for each of the principal individuals who will be directly responsible for this project. Indicate the specific role each individual will play for the duration of the contract by phase and the anticipated time allocation dedicated for this Project as a whole by each individual. Provide Illinois professional registration/license numbers for each such individual. Identify the person who will be your primary representative. (Title and label as attached 7a)

7b. Give the number of years of experience for each of the above individuals and describe all supervisory responsibilities. Provide a list of all projects each individual has been associated with during the last three (3) years including type of project and dollar size and the responsibilities performed by such individual for each such project. (Title and label as attachment 7b)

7c. Percentage of services to be done by your firm \_\_\_\_\_%.

7d. Type and scope of services to be subcontracted. (Title and label as attachment 7d if needed)

Type	Scope	Company	Location
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## Johnsburg - David G. Dominguez Municipal Center Preliminary Space Needs Analysis

### A. Main Entry to Village Hall /Police Department – Common Areas

Area	Size Length (ft)	Size Width (ft)	Square Footage
Entry/Foyer/Lobby	10	25	250
Board Room (50-60 people)	30	40	1,200
Bathrooms – Public (Womens)	9	18	162
Bathrooms – Public (Mens)	9	18	162
Conference Room - Large	14	16	224
Front Desk/Admin – Area 2-4 People	20	30	600
File Management/Storage Area	15	20	300
Utility Closets (1)	8	10	80
Utility Closets (2)	8	10	80
Coffee Bar/Breakroom Area	8	10	80
Elevator Including Equip. Room	10	10	100
IT/Server/Phone	15	15	225
Sub-Total			3,463
15% for Halls/Circulation			519
TOTAL			3,982
			<b>SAY = 4,000 Sq. Ft.</b>

### B. Village Administration/Building & Code/Engineering

Area	Size Length (ft)	Size Width (ft)	Square Footage
EH - Village President	12	18	216
CP – Village Administrator	12	16	192
KG – Accountant/Finance	12	14	168
Bldg. Department (2 people)	12	16	192
Trustee / Spare Office	12	14	168
Sub- Total			936
			<b>SAY = 1,000 Sq. Ft.</b>
Bathrooms (Women’s)	9	18	162
Bathrooms (Men’s)	9	18	162
Graphic/Copy Area	12	16	192
File Management	12	16	192
Breakroom/Kitchen Area	12	12	144
Conference Room / Training Room	14	16	224
Storage/ IT	12	15	180
Cleaning Room/Supplies	12	14	168
Sub-Total			1,424
15% for Halls/Circulation			213.6
TOTAL			1,638
			<b>SAY = 1,700 Sq. Ft.</b>

**Police Department**

<b>Area - 1</b>	<b>Size Length (ft)</b>	<b>Size Width (ft)</b>	<b>Square Footage</b>
Entry / Visitors	15	15	225
Front Desk / Records	12	12	144
Office: Chief	12	16	192
Office: Sargent	10	12	120
Office: Lt./CSO	10	12	120
Detective Office	10	12	120
Booking / Processing	12	12	144
Holding Area	12	20	240
Bull Pen / Cells	20	20	400
Training Room	14	16	224
Conference Room	12	14	168
Graphic/Copy	12	16	192
IT/Server	12	14	168
Storage/File Management	12	18	216
Guns/Ammunition Storage	10	12	120
Evidence Room	12	14	168
Bathrooms (Women's)	9	18	162
Bathrooms (Men's)	9	18	162
Locker Rooms (Women's)	18	24	432
Locker Rooms (Men's)	18	24	432
Sub-Total			4,149
15% Halls/Circulation			622.35
TOTAL			4,771
			<b>SAY = 4,800 Sq. Ft.</b>

<b>Area - 2</b>	<b>Size Length (ft)</b>	<b>Size Width (ft)</b>	<b>Square Footage</b>
Garage Area (4-Car)	40	60	2,400
Sally Port/Storage	16	24	384
Fitness Room	14	20	280
File Management/Archive	16	20	320
TOTAL			3,384
			<b>SAY = 3,400 Sq. Ft.</b>

**Building Summary**

A. Main Entry to Village Hall /Police Department – Common Areas	4,000 Sq. Ft
B. Village Administration/Building & Code/Engineering	1,700 Sq. Ft.
C. Police Department / Garage	<u>8,200 Sq. Ft.</u>
TOTAL:	13,900 Sq. Ft.