



May 10, 2019

Eric Carls, City Engineer
City of Peru
1901 Fourth Street
Peru, IL 61354

RE: New City of Peru Police Station Facility – Pre-Design Space Needs Assessment

Dear Eric:

It is my pleasure to offer our services to assist in your facility needs. It is my understanding that you wish to begin the process of a Space Needs Assessment for a new Police Station Facility to accommodate the Peru Police Department. Basalay, Cary and Alstadt Architects, LTD. (BC&A) will teaming with McClaren, Wilson & Lawrie, Inc. (MWL) to complete this Pre-Design Space Needs Assessment. Once this process is complete a proper project budget can be established.

The Design Team's approach to conducting the needs assessment or prioritization assessments is to work closely with our clients in an interactive process. First we must work with the client to establish their long term project goals. The next step, we begin the data gathering phase by requesting organizational charts with all staff and functional / organizational units clearly defined. We also ask for demographic and community trend data to discern factors that may influence changes to our client's organizational structure over time. This data will be utilized to prepare questionnaires to be completed by line staff and supervisors alike. After the questionnaires are assembled we schedule a series of on-site staff interviews. We will tour 3 Police Stations that might provide good examples of what can be accomplished in the new building.

If community meetings are desired they should occur during the data gathering process. A preliminary meeting with the City Council is beneficial at this time too as it allows us to determine if elected officials have any "going in" concerns/ideas they may wish to relay to the planning team.

After the interviews are complete we assemble preliminary spreadsheets that quantify initial space needs for the building and parking. At that time we return for a second round of interviews with executives to review and validate our findings. This step assures that needs are accurately defined and that policy issues are identified early in the process. This step also allows for adjustments to be made before the document is issued as a draft. The next step is to prepare and present a draft space needs document. The client is asked to review the draft and respond with questions, and/or concerns. After concerns are addressed, we prepare final needs assessment document which becomes the crucial planning document for the eventual facility design.

Since the average lifespan of public buildings is 40 plus years, serious planning efforts must seek to anticipate future growth. The design team will assess future growth by analyzing present and anticipated management goals, researching local demographics, and assessing trends in "calls for service" and crime. This is of particular importance for regions experiencing significant change.

With the completed and accepted Design Program (problem statement/space needs assessment), the Design Team will develop a preliminary Order of Magnitude Cost Estimate based on the approved Design Program. A proper and



accurate project budget cannot be completed until the Design Program (problem statement/space needs assessment) is complete.

With this information we can prepare a concept solution. This concept will be illustrated by a schematic floor plan. The solution would not necessarily represent a final solution, but instead, a reasonable representation that can be used to measure cost and benefit. From this concept, an preliminary estimate of construction cost will be prepared. The concept and estimate will then be presented to you for your consideration. At the conclusion of the Programming phase we can then provide a fixed cost for this concept solution and the remainder of our services.

The Design Program (problem statement/space needs assessment) is to be completed by Basalay, Cary & Alstadt Architects, Ltd on an hourly basis. Attached is BC&A's fee schedule and MWL's fee schedule for your reference.

If this is acceptable to you, please sign a copy and return to our office.

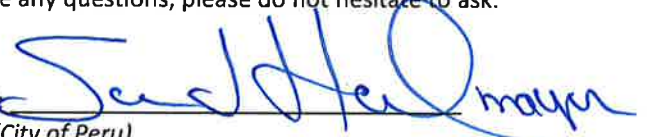
We appreciate the opportunity to offer our services. If you have any questions, please do not hesitate to ask.

Sincerely,

MATT LAMPS

Matt Lamps, AIA, LEED AP
Principal

MTL/mtl

Accepted: 
(City of Peru)

Date: 05/13/2019



May 10, 2019

BC&A HOURLY RATES

Principal:	\$125.00/hr.
Sr. Staff Architect:	\$105.00/hr.
Architect:	\$95.00/hr.
Architectural Staff:	\$85.00/hr.

MWL HOURLY RATES

Senior Principal:	\$220.00/hr.
Principal:	\$190.00/hr.
Sr. Staff Architect:	\$155.00/hr.
Architect, Lab Planner:	\$90.00/hr.
Technical:	\$85.00/hr.
Office Assistant:	\$65.00/hr.

BC&A does not require a retainer for architectural services. Projects and consulting would be completed based upon a negotiated fee or upon the indicated hourly rates, as determined by the Owner and BC&A.

Billings for all work would be submitted on a monthly basis.