



## Memorandum

To: Honorable Mayor and Members of the City Council  
CC: Members of Administration and Public Works Committee  
From: Shane Cary, Architect/Project Manager  
CC: Edgar Cano - Public Works Agency Director; Lara Biggs - City Engineer  
Subject: Approval of Change Order No. 3 to the Agreement for Civic Center and Police/Fire Headquarters Relocation Feasibility Study (RFP No. 21-27)  
Date: April 29, 2024

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Recommended Action:

Staff recommends that the City Council authorize the City Manager to execute Change Order No. 3 to the agreement with AECOM (303 East Wacker Drive, Suite 1400, Chicago, Illinois 60601) for the Civic Center and Police/Fire Headquarters Feasibility Study (RFP No. 21-27) in the amount of \$38,900.00. This will increase the overall contract amount from \$398,274.71 to \$437,174.71. This change order extends the contract by 365 days to December 31, 2024.

Funding Source:

Funding will be from the Capital Improvement Fund 2024 General Obligation Bond (Account 415.40.4124.62145-621012), line item for Facilities Contingency. This line item has an FY 2024 budget of \$600,000, of which \$569,520 is remaining.

CARP:

Municipal Operations

Council Action:

For Action

Summary:

On October 25, 2021, the City Council approved a contract with AECOM for feasibility consulting services. The Lorraine H. Morton Civic Center and the Police/Fire Headquarters buildings have significant capital improvement needs, and staff recommended hiring a consultant to investigate relocation options and the associated costs. Specific items to be examined include:

1. Assessment of space needs (interior, site, parking, etc.) for the consolidated facility, including the development of design recommendations in response to the pandemic.
2. Identification of potential private institutional, educational, commercial, and/or affordable housing partners and feasibility of co-locating those partners through a PPP.
3. Identification and evaluation of potential relocation sites.
4. Assessment of estimated costs for the relocation/consolidation and PPP as well as potential cost savings from service consolidation.
5. Evaluation of the possible economic benefits of a new facility and its potential to serve as a catalyst for downtown's stability and growth.

At the beginning of the project, the team reorganized tasks. The changes included a significant engagement of elected officials to understand the project goals, potential partnerships, and public engagement strategies. During this engagement, it was determined that the evaluation needed to expand to include a detailed programming effort, and the existing Civic Center location needed to be evaluated.

There have been two prior change orders to this contract. Change Order 1 extended the contract time. There was no cost increase associated with this change order.

On June 13, 2022, the City Council approved Change Order 2. These change orders increased the scope of the project to include a detailed cost for renovation of the existing Civic Center building. It also priced the option of pricing a relocation of the Police/Fire Headquarters operation to the existing Civic Center site, requiring an addition and parking garage. The cost of this change order was \$31,025.41, increasing the contract cost to \$398,274.71.

On January 22, 2024, the findings of the draft study were presented to the City Council. During the ensuing conversation, many members of the city council indicated that additional public engagement is desirable.

#### Analysis:

City staff and AECOM have worked together to develop a plan for a significant public engagement to gain feedback on the public's use and interests associated with the location and characteristics of the Civic Center and Police/Fire Headquarters. The steps for this engagement include the following:

- An Online Community Survey
- Listening Sessions
- Community Open House
- Workshopping and Reporting of Findings
- Statistically Valid Community Survey (optional)

AECOM has also determined the price of a statistically valid survey. However, completing the statistically valid survey will require 3-4 months. In the interests of schedule, staff recommends not proceeding with this option, although it can still be added if it is the

preference of the City Council. A summary of the items included in the change order is as follows:

	<b>Item</b>	<b>Description</b>	<b>Base Cost</b>	<b>Optional Cost</b>
1	Statistically Valid Survey	Survey targeted to represent a statistically appropriate demographic of Evanston		\$17,000
2	Online Community Survey	Online survey to gain insight into the issues and concerns important to the community	\$10,200	
3	Listening Sessions	Three joint ward meetings held to hear directly from residents	\$ 9,000	
4	Community Open House	Interactive event to engage community on specific topics	\$ 6,700	
5	Workshopping and Reporting	Developing findings for presentation to the City Council	\$ 9,000	
	<b>Total</b>		<b>\$38,900</b>	<b>\$17,000</b>

AECOM's proposal, including a more detailed description of the tasks, is attached to this document.

Schedule:

Public engagement will be scheduled through late spring and summer, with a report provided in Fall 2024.

Legislative History:

On January 22, 2024, the City Council listened to a presentation and discussed the findings of the Relocation Feasibility Study prepared by AECOM.

On June 13, 2022, the City Council authorized the City Manager to execute a change order to the contract with AECOM for the Civic Center and Police/Fire Headquarters Relocation Feasibility Study (RFP 21-17).

On October 25, 2021, the City Council authorized the interim City Manager to execute a contract with AECOM for the Civic Center and Police/Fire Headquarters Relocation Feasibility Study (RFP 21-17).

On April 26, 2021, the adoption of Resolution 50-R-21, Directing City Staff to Issue an RFP to Study the Feasibility of Relocating the Civic Center.

Attachments:

[AECOM Teska Engagement Scope 3 26 24](#)

2/26/24

To: City of Evanston

From: AECOM

RE: Proposed Scope of Services, Civic Center Engagement

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**Task 1. Statistical Valid Survey**

The Center for Government Studies at Northern Illinois University (NIU) has provided a proposal to conduct a statistical survey. The benefit of such a survey is the statistical confidence provided by the random selection of City residents, each having a generally equal opportunity to receive the survey. The proposed approach assumes that the AECOM team and City staff will work closely with NIU to develop the questions and ensure statistical validity. We recommend it be done in concert with other engagement tools (see Task 2/3 below). The survey is expected to take 3-4 months to complete. The draft NIU report will be submitted for review to the City.

**Task 2. Online Community Survey.**

Our expectation is that the online community survey would be web based and accessed by residents, businesses persons, stakeholders, and other interested parties through any online access point, presumably the City's website. Our team utilizes Crowdsignal and Social Pinpoint as preferred online survey platforms, and either tool will accommodate this effort.

Online surveying provides broad access to persons with a smart phone or internet but is not considered statistically significant because the process does not manage access to the survey instrument. That said, this approach is available to all and provides general insight into questions related to the relocation discussion. We commonly use this technique for planning assignments. This survey can be conducted concurrently with the statistically significant survey or after.

By using the City's website and other outreach portals, the survey will be made widely available to the community. Outreach sources or tools to maximize reach to the community may include:

1. Postings on the City website and City's e-newsletter.
2. A specific invite sent to any City email subscription list.
3. Use of social media by the City and key partners to reach residents, businesses and stakeholders.
4. Posting signage with easy to scan QR codes at civic facilities and functions; the Library, Crown Center, Levy Center, etc.
5. Public schools.
6. Community partners and churches.
7. Organizations: YMCA, Chamber of Commerce, Rotary, Evanston Community Foundation, etc.

This task includes developing the survey instrument, refining survey questions with AECOM and the City, working with the City to determine the most effective outreach mediums for marketing the survey, and preparing a summary report of findings. The summary report will provide statistics on the responses and an overview of participation findings.

**Task 3. Listening Sessions.**

In person group discussions offer an opportunity to hear directly from residents, employees and stakeholders. This approach allows for wide ranging discussion with a diverse group of people and provides an opportunity for follow-up questions and deeper evaluation the of questions asked. This approach also provides an educational opportunity to share background information about the project with those in attendance. A further benefit of this approach is that the sessions can be held in the community, convenient to participants' homes.

Three (3) listening sessions will be conducted as part of consolidated City Ward meetings. These events can be conducted while the online survey is active to allow participants opportunity for additional comment and to provide a comment point for those that were unable to attend the Listening Sessions. Dates and locations will be determined jointly with City staff. The Listening Sessions will be structured to ensure equal opportunities for attendees to share ideas, questions, and concerns. Group participation techniques are applied to ensure that one person or a single perspective does not dominate. These tools include the Nominal Group Technique, small group discussions, and use of surveying forms and display boards. Results of the meeting are provided in a summary report, focused on ideas raised by participants and responses to specific questions posed.

**Task 4. Community Open House:**

This event-based engagement session can be held at the Civic Center, other City facilities in neighborhoods, or other location determined jointly with the City. One open house will be conducted as part of this assignment. The open house is organized around a series of activity stations to help participants consider and share ideas related to the use of future civic functions at various locations. Feedback is generally collected on boards placed around a room and can include interactive features. This format allows great flexibility in topics considered and approaches to engage attendees. It also facilitates education and information sharing about the topics under consideration. We recommend conducting the open house as the last engagement task, as it provides an opportunity to review and test prior community feedback.

**Task 5. Workshopping and Reporting:**

Beyond summarizing each of the engagement approaches noted above, we will coordinate a workshop to share and discuss all engagement findings with City staff ensure they are presented clearly and in a form that supports effective decision making. This task will include presentation of findings to the City Council supported by AECOM and Teska Associates.

**Proposed Budget & Timing**

The following table summarizes our anticipated budget to complete the proposed assignment. The expectation is that Tasks 1 and 2 will need to run in tandem, to ensure that survey questions across the two platforms are intentionally developed. Once the survey processes have been implemented, we can move into Task 3. Outputs will then flow into Task 4 and Task 5. The overall effort is expected to take 4-5 months.

Task	Element	NIU	Teska	AECOM	Total
1	Statistically Valid Survey	\$12,000	\$3,000	\$2,000	<del>\$17,000</del>
2	Online Community Survey		\$8,000	\$2,200	\$10,200
3	Listening Sessions		\$7,000	\$2,000	\$9,000
4	Community Open House		\$4,600	\$2,100	\$6,700
5	Workshopping and Reporting		\$6,600	\$2,400	\$9,000
	Total Fee	\$12,000	\$29,200	\$10,700	<del>\$51,900</del> \$38,900