

CHAMPAIGN COUNTY BOARD COMMITTEE AGENDA

COUNTY FACILITIES

Tuesday June 21, 2005 – 7:00 p.m.

Meeting Room 1, Brookens Administrative Center

CHAIR: Steve Beckett

MEMBERS: Avery, Cowart, Hogue, James, Jay, Knott, Sapp, Weibel

	<u>AGENDA ITEM</u>	<u>Page Number</u>
I	<u>CALL TO ORDER</u>	
II	<u>APPROVAL OF AGENDA/ADDENDUM</u>	
III	<u>PUBLIC PARTICIPATION</u>	
IV	<u>FLEET MAINTENANCE/HIGHWAY FACILITY:</u>	
	<i>Committee Discussion & Information</i>	
A.	<u>A/E Negotiations</u> – Meeting Minutes May 16, 2005; June 6, 2005; June 13, 2005	1-46
	<i>Committee & County Board Action</i>	
B.	<u>A/E Proposed Contract</u> – (To be distributed)	
V	<u>COURTHOUSE:</u>	
	<i>Committee & County Board Action</i>	
A.	<u>Masonry Stabilization & Restoration Project</u>	47
i.	Termination of Contract between Champaign County Board and Simpson, Gumpertz & Heger, Inc. for Architectural Services.	
VI	<u>BROOKENS ADMINISTRATIVE CENTER:</u>	
	<i>Committee Action</i>	
A.	<u>Parents Investing in Education Program</u> – Space request	48-51
VII	<u>CHAMPAIGN COUNTY NURSING HOME CONSTRUCTION PROJECT:</u>	
	<i>Committee & County Board Action:</i>	
A.	<u>Alliance Environmental Group, Inc. Invoice #2</u> in the amount of \$20,292.55 for professional services provided through April 30, 2005.	52-54

Nursing Home Cont.

- B. **Alliance Environmental Group, Inc. Invoice #3** in the amount of \$9,129.85 for professional Services provided through May 31, 2005. 55-56
- C. **Farnsworth Group Invoice #82569** in the amount of \$18,847.50 for Professional Services provided through May 20, 2005. Invoice is for Construction Administration. 57
- D. **Farnsworth Group Invoice #85270** in the amount of \$162.50 for Professional Services provided through May 20, 2005. Invoice is for Site Observation For Utilities and Site Design Work beyond Contract Scope. 58
- E. **Award of Contract: Bid 2005-005** – Microbial Remediation and Seal Coating (Bids due on 6-21-05, information to be distributed)

VIII OTHER BUSINESS:

Committee Information:

- A. **Correctional Facility** – Power Point Presentation 59-61
- B. **Possible Jail Expansion** – Sheriff Walsh 62-84

Committee & County Board Action:

- C. Resolution adopting the Lease Agreement between Champaign County, the Regional Office of Education of Champaign County and Ford County and Rantoul City Schools. (Separate Attachment)
- D. Resolution adopting the Sub-Lease Agreement between Champaign County, the Regional Office of Education and the Rural Champaign County Special Education Cooperative. (Separate Attachment)
- E. Resolution adopting the first Sub-Lease Agreement between Champaign County, the Regional Office of Education and Parkland Community College. (Separate Attachment)
- F. Resolution adopting the second Sub-Lease Agreement between Champaign County, the Regional Office of Education and Parkland Community College. (Separate Attachment)
- G. Champaign County's Grant of Easement to SBC, Telephone Company 85-89

IX NEW BUSINESS

X CHAIR'S REPORT

XI DETERMINATION OF ITEMS TO BE PLACED ON THE COUNTY BOARD
CONSENT AGENDA

XII ADJOURNMENT



BLDD Architects, Inc.

2104 West Springfield
Champaign, Illinois 61821

Phone: 217-356-9606 Fax: 217-356-8861

MEETING MINUTES

PROJECT NAME: Fleet Highway Facility
Champaign County
BLDD Project No. 053015.400

MEETING DESCRIPTION: SCOPE OF WORK MEETING
DATE: May 16th, 2005
TIME: 9:00 AM
PLACE: Brookens Administrative Center

Attendees:	C. Pius Weibel	Champaign County	217.398.6117	weibel@isgs.uiuc.edu
	Joel Fletcher	Champaign County	217.384.3776	jfletche@co.champaign.il.us
	J. Steven Beckett	Champaign County	217.333.3608	sbeckett@law.uiuc.edu
	Denny Inman	Champaign County	217.384.3776	dinman@co.champaign.il.us
	Jeff Blue	Champaign County	217.384.3800	jblue@co.champaign.il.us
	John Jay	Champaign County	217.586.3380	jjay@mchsi.com
	Larry Sapp	Champaign County	217.202.6405	larry.sapp@carle.com
	Jim Gleason	GHR Engineers	217.359.9004	jgleason@ghrinc.com
	Mark Ritz	BLDD	217.356.9606	mark.ritz@bdd.com

MINUTES:

ITEMS DISCUSSED:	ACTION BY	DUE DATE
<p>1. The primary purpose of this meeting was to review the A/E scope of services for this project. The majority of the meeting was spent reviewing the outline scope of services developed by the County. Attached is the SCOPE OF SERVICES document. "Y" indicates "yes, it's included" and "N" indicates "no, it is not included". Highlighted items are modifications made following the meeting that will be reviewed at the next meeting.</p> <p>2. BLDD suggested the County consider an initial A/E – Owner agreement for programming only since there appears to be a few things like storm water detention, building demolition, and fuel station requirements that are not included in the initial scope. It was suggested that after the scope of the construction project is better defined during programming, the BLDD team could propose a fee for Basic Services (Schematic Design through Construction Administration). Following some deliberation, the committee requested BLDD provide a fee for all phases as originally intended, and to add additional scope items, which were likely to be included. It was understood that if changes to the project</p>		

<p>scope require additional design effort, then fees for the additional services would be discussed.</p> <ol style="list-style-type: none"> 3. A future fueling station is to be located and budgeted during the Programming Phase. No design services for this item are to be assumed for any other phase. 4. Storm water detention will be added to the scope of work as well as other site utility work assumed to be required. Storm water analysis services are to be provided as part of the Programming phase. 5. Other services to be included in the A/E fee are: <ol style="list-style-type: none"> A. Analysis of Geothermal heating and cooling system. B. Operating Cost Analysis C. Record Drawings D. 3-D Rendering (end of DD phase) E. Geotechnical Survey (soil borings) F. Site Topographical / Utility Survey G. A one-day visit to DeKalb facility and half-day visit to new MTD facility in Urbana. H. Evaluation of how existing highway facilities might be utilized to meet program requirements. 6. BLDD will provide a separate fee for the following items: <ol style="list-style-type: none"> A. Additional Site Observation (on an hourly basis) B. Additional fees associated with LEED (Leadership in Energy & Environmental Design). C. Analysis of existing County Highway buildings (structural, exterior envelope, plumbing, mechanical, and electrical) 7. Security of the existing salt dome must be evaluated as part of programming. 8. BLDD will present to the County Steering Committee (more or less the members in attendance) at the end of each phase. BLDD will make a presentation to the County Board at the end of the Design Development phase. 9. Champaign County will receive a special use - zoning permit for the site. 10. The project will be bid with 8-10 separate bid packages. All packages will be bid at the same time with the possible exception of an early Foundation/Civil bid package. 11. BLDD will evaluate possible option to reduce printing costs for bid documents such as providing specifications on line, setting up a virtual plan room, utilizing plan rooms such as TEAM and Dodge, etc. 12. There will be weekly progress meetings during construction, and monthly Pay/Progress meetings. 13. The existing underground diesel fuel tank at the county highway facility is to remain. Environmental studies indicate no soil contamination has 		
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<p>occurred.</p> <p>14. Lierman Avenue is to be widened and improved this summer.</p> <p>15. The project will require a tornado refuge area.</p> <p>16. GHR to obtain permits for Electrical and Gas service. BCA to obtain permits for Sanitary and Storm sewers.</p> <p>17. GHR to design conduits and raceways to accommodate fiber optics, data and telecommunication networking, etc. All cabling will be by Owner.</p> <p>18. BLDD will submit a fee proposal to the County by May 31, 2005.</p> <p>19. A meeting to review the fee proposal has been scheduled for 10:00 AM on Monday, June 6, 2005 at the Brookens Administrative Center.</p>	<p>BLDD</p>	<p>5-31-05</p>
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These notes constitute our understanding of the meeting subject matter and will be considered correct and in order as outlined, unless the writer is notified to the contrary within seven (7) days from the distribution of the minutes.

Sincerely,
BLDD ARCHITECTS, INC.



Mark Ritz

MAR/jbf

cc: All attendees
 Matt Geyer Parsons Brinkerhoff geyer@pbworld.com
 Fred Coleman Delon Hampton fcoleman@delonhampton.com
 Chris Billing Berns Clancy cbilling@bernsclancy.com
 Gene Dillow BLDD Architects, Inc. gene.dillow@bldd.com
 Meeting Minutes File

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A. <u>Programming Phase:</u> The following is not an inclusive list but rather the anticipated tasks by the County.		
1. Identify required action items immediately after contract execution for each phase as provided in the scope.	N/A	
2. Create and distribute job calendar of estimated phase start and completion including the following phases:	Y	
a. Programming & Site Analysis	Y	
b. Schematic Design	Y	
c. Design Development	Y	
d. Construction Documents	Y	
e. Bidding/negotiation	Y	
f. Contract Administration	Y	
g. Post-construction	Y	
3. Create schedule for budget and design reviews.	Y	
4. Create project directory	Y	
5. <u>Programming - Building Configuration, Construction, & Materials</u>		
a. Verify assumptions and calculations of County Engineer space assessment report dated March 8, 2005.	Y	
b. Create/obtain list of equipment & furnishings	Y	
c. Prepare user surveys in conjunction with County.	Y	
d. Create/ Obtain lists:		
i. Departments and Relationships to Other Departments.	Y	
ii. Building Rooms and Relationships to Other Rooms.	Y	
iii. Occupancies Type & Number.		N
iv. Equipment & Equipment Functions.	Y	
v. Special Furnishings - Custom.	Y	
vi. Owner Supplied Equipment & Furnishings.		N

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c. List required or optional provisions for phased construction and future additions	Y	
f. Identify property building line limitations	Y	
h. Verify site zoning or other restrictions that pertain to this facility	Y	
g. Identify orientation considerations		
i. Climactic	Y	
ii. Energy	Y	
iii. Views	Y	
iv. Traffic/Parking	Y	
v. Regulatory restrictions	Y	
h. Estimate size of area required for:		
i. Mechanical	Y	
ii. Electrical	Y	
iii. Stairs, if required. It is not anticipated an elevator or lift is required.	Y	
i. Estimate structural spans and requirements	Y	
j. Identify structural systems options - 3 OPTIONS	Y	
k. Identify building configuration options - 2 TO 3 OPTIONS	Y	
l. Identify construction systems options - 2 TO 3 OPTIONS	Y	
m. Identify building exterior shell options	Y	
o. Identify wall, flooring, and ceiling systems options	Y	
6. <u>Programming - Occupancy Needs & Space Allocation</u>		
a. Establish criteria for importance of room functions & relationships.	Y	
b. Make conceptual diagrams and manipulate until plan conflicts are eliminated	Y	

c. Create diagrammatic/schematic building plans	Y	
d. Note relative space areas for all administrative offices, engineering offices, lab/radio/sign/parts storage, vehicle storage, fleet maintenance, mechanical, service access, exits, and horizontal circulation.	Y	
e. Review program and pre-design decisions with County	Y	
7. Preliminary Design Program		
a. Estimated construction budget	Y	
b. Estimated construction deadline	Y	
c. Occupant population type and size to fulfill stated function	Y	
d. Special equipment and/or furnishings to fulfill stated function	Y	
e. Future building functions, population, and expansion	Y	
f. Existing facilities to be a part of this project	Y	
g. External Restraints on building area, shape, & height		
i. Total lot dimensions and area	Y	
ii. Useable lot area	Y	
iii. Setback restrictions	Y	
iv. Zoning restrictions	Y	
v. Easements	Y	
vi. Rights of Way	Y	
h. Existing construction		N
i. Solar orientation		
ii. Required public spaces		
iii. Groupings of population or function that require large open spaces		
iv. Functions that require high ceiling interior spaces		
v. Functions requiring daylight		

8. Preliminary Structural Decisions		
a. Special span requirements related to space sizes & heights	Y	
b. Bay sizes	Y	
c. Special soil conditions	AT	SCHEM ATIC
d. Special site conditions that restrict structure or construction	Y	
e. Building configuration Options - all levels	Y	
f. Major divisions in building plan and configuration	Y	
g. Core size, shape, & location	Y	
h. Construction phases for structural work	Y	
i. Options structural frame	Y	
j. Options construction system	Y	
9. Fire Code Requirements		
a. Exit stairs/corridors	Y	
b. Walls and partition ratings	Y	
c. Fire Barriers	Y	
d. Door ratings	Y	
10. Interior Planning & Construction		
a. Options Interior Walls / Ceiling	Y	
i. Framing	Y	
ii. Finishes	Y	

iii. Moveable partitions, frames/finishes	Y	
b. Options ceiling construction & finishes	Y	
c. Options floor space construction & finishes	Y	
i. Office floor space		
ii. Fleet Maintenance		
11. Exterior Design & Construction		
a. Special environmental conditions that restrict materials for building envelope		N
b. Options for exterior framing	Y	
c. Options for exterior type and material	Y	
d. Options exterior finishes	Y	
e. Fireproofing	Y	
f. Weather protection	Y	
g. Options roof framing	Y	
h. Options finish roofing	Y	
12. Mechanical		
a. HVAC system	Y	
i. Perimeter	Y	
ii. Interior	Y	
b. Mechanical spaces - (all levels ?)	Y	
13. Lighting & Electrical		
a. Options lighting	Y	
i. Office	Y	
ii. Maintenance	Y	
iii. Storage	Y	
b. Special power requirements	Y	
c. Emergency power requirements	Y	

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14. <u>Site Analysis</u>		
a. Confirm major features by observation & measurement		
b. Obtain aerial photos from County of site and surroundings		
i. Overall site photo produced at a scale to match final site survey	Y	
c. Obtain seasonal climate information	Y	
d. Compute seasonal solar orientation data	Y	
e. Confirm that the surrounding environment has been examined for negative factors	Y	
15. <u>Permits & Approvals</u>		
a. Identify code issues- ambiguities, contradictions, duplications, overlaps		N
b. Obtain clarifications of contradictory or ambiguous regulations & communicate to County		N
c. Prepare a calendar for all permit and approval processes		N
d. Confirm zoning status, approvals, legal, setbacks, height limits, lot size, etc		N
B. <u>Schematic Design Phase:</u> Review of schematic design options. Finalize the schematic design. Provide schematic phase appropriate plans. Assist the County in the development of the schematic design budget.		
1. <u>Administrative</u>		
a. Confirm thoroughness of programming cost estimates	Y	
b. Schedule milestone dates for cost estimates and estimate updates	Y	
c. Determine estimating system to be used.		N

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d. Establish cost estimate form for schematic and DD phases including the following	Y	
Cost data: Overall Construction		
Foundation		
Structural Framing	Roofing	
Envelope	Interiors	
Floors	Walls	
Ceilings	Cabinets	
HVAC	Plumbing	
Fire Protection	Electrical	
Vertical Transportation	Site work	
Special Equipment	Furnishings	
Contingency Allowance		
e. Decide cost information source building labor & materials		N
2. Design		
a. Update/confirm program requirements with County	Y	
b. Determine building size, configuration, and structural system	Y	
c. Confirm interior partitioning & ceiling	Y	
d. County approval of space assignments and allocations.	Y	
e. Prepare notes & diagrams	Y	
3. Updates - Compare/confirm program requirements with legal requirements. Resolve program needs	Y	
4. Document Coordination & Quality Control		
a. Reach agreement with County on building systems, i.e.: structural, mechanical etc. & confirm they are compatible with each other.	Y	
b. Develop space requirements for engineered systems	Y	
c. Quality Control	Y	
i. Coordinate schematic building diagrams for all disciplines.		

ii. Schedule meetings with all disciplines to coordinate and cross check drawings	Y	
iv. Schedule completion date for all disciplines - schematic drawings	Y	
vi. Confirm all preliminary designs conform to local code and utility company requirements	Y	
viii. Require all consultants to prepare schematics using the same scale, format, & drawing positioning as the architectural drawings	Y	
d. Distribute lists of required special building equipment & fixtures that affect consultants work	Y	
e. Compile preliminary estimates for all building systems probable construction costs	Y	
5. Architectural Schematic Drawings: Drawings will include -		
a. Site plan	Y	
b. Floor plans	Y	
c. Roof plan		N
d. Cross sections		N
e. Exterior elevations		N
f. Interior elevations		N
g. Wall sections		N
h. Design details		N
6. Structural Schematic Drawings: Drawing will include -		
a. Design criteria		N
b. Structural system		N
i. Options structural systems		
c. Schematic framing plans & sections		N
d. Schematic foundation plan		N
e. Schematic structural cross sections		N

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f. Calculations		N
7. Mechanical Schematic Drawings: Will include -		
a. Design criteria:		
i. Energy use/life cycle cost/conservation	Y	
ii. HVAC system type & standard	Y	
iii. Plumbing supply and drain types and standards	Y	
iv. Fire protection systems	Y	
v. Mechanical equipment estimated space requirements in plan	Y	
vi. Mechanical equipment estimated space requirements in section		N
vii. Mechanical systems options		N
b. Preliminary equipment and material schedules		N
8. Electrical Schematic Drawings: Drawings will include -		
a. Reflected ceiling lighting plans (CHANGE TO POWER DISTRIBUTION)	Y	
b. Power and switching		N
c. Communications equipment, chases, and outlets		N
d. Fire protection & alarms		N
e. Security systems		N
f. Major electrical equipment sizes and locations		N
g. Electrical vaults & transformer rooms		N
h. Estimated spacerequirements for equipment and service		N
i. Alternate systems		N
9. Interior Schematic Design Drawings: Drawings will include -		
a. Preliminary interior wall		N
b. Preliminary furniture planning		N
c. Material & finishes		N

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10. <u>Specification/Schematic Phase</u>		
a. Coordinate decisions & alternatives:	Y	
i. Room functions & relationships	Y	
ii. Construction system	Y	
iii. Structural system	Y	
iv. Mechanical system	Y	
v. Lighting	Y	
vi. Exterior materials	Y	
vii. Interior wall system	Y	
viii. Overall materials, finishes, and fixture quality	Y	
b. Create project outline specifications in coordination with schematic architectural drawings, & review with consultants.	Y	
11. Update project calendar of start/completion dates for each phase & distribute.	Y	
12. Create schedule for budget and progress reviews.	Y	
13. Have all consultants prepare cost estimates for their phases of work, including stated contingency and incorporate into overall construction cost estimate.	Y	
14. Prepare presentation materials, including design options, floor area calculations, preferred construction methods, cost data and availability of equipment & furnishings.	Y	
15. Present the schematic design and cost data to County.	Y	
16. Identify changes in the schematic design required by client, and note extended repercussions, and /or contradictions between original design program.	Y	
C. <u>Design Development Phase:</u> Traditional design development phase services. Including wall sections/elevations, finish schedules, preliminary material specifications, and development of a Design Development budget.		
1. <u>Review & Approval</u>		

a. Update information on building occupancies and current cost estimates and distribute.	Y	
b. Obtain or update consultant's current estimates of building operating costs.	Y	
c. Review the above with client and obtain written approval of the building mechanical and electrical systems.	Y	
d. Confirm that selected engineering and building systems are compatible with one another.	Y	
2. Owner Supplied Data Coordination.		
a. Obtain updated estimates of spatial requirements for engineered systems.	DELETE	
b. Reconfirm program functional, occupancy, and spatial requirements with client.	Y	
(COMBINE b & c)		
c. Confirm design with County budget-settle contradictions between program needs and funding.	Y	
d. Obtain client preferences in bidding and contracting that might affect construction drawings and specifications.	To be Discussed	
e. Obtain or update lists of special building equipment and fixtures required by client affecting consultants work		N
3. Architectural Design & Documentation		
a. Review changes in program and note their possible impact on project design	Y	
b. Review schematic design, updates, and program changes for possible conflicts with original design intent or fundamental engineering decisions	Y	
c. If there are important differences verify the reasons for and sources of each.	Y	
d. Communicate to owner (and all team members) current status of work and schedule for Design Development phase.	Y	
e. Confirm the type of contract to be used and evaluate its affect on drawing and specifications content and format.	Y	
f. Prepare architectural design development drawings <i>to Include:</i>		
i. Site plan	Y	
ii. Floor plans	Y	
iii. Roof plan	Y	
iv. Cross sections	Y	

v. Exterior elevations	Y	
vi. Interior elevations	Y	
vii. Wall sections	Y	
viii. Design details		N
4. Prepare and coordinate outline specifications (refer to specification checklist)	Y	
5. Coordinate architectural Design Development drawings with other disciplines	Y	
6. Compare developing design with budget, program, and regulatory requirements and note the following changes that may have occurred:		
a. Building area	Y	
b. Siting	Y	
c. Structure	Y	
d. Mechanical Systems	Y	
e. Construction Systems	Y	
f. Materials	Y	
7. Review changes with those who initiated them and note reasons		
8. <u>Report Comparisons versus Program Requirements including</u>		
a. Building Floor Area		N
b. Building Volume		N
c. Useable Area Ratios		N
9. Review preferred construction methods for impact on design and documents		N
10. Prepare Cost Estimate & Availability - Special Equipment	Y	

11. <u>Prepare Construction Cost Estimate</u>	Y	
12. <u>Submit Design Documents to County:</u>	Y	
a. Drawings	Y	
b. Calculations (CHANGE TO ESTIMATE)	Y	
c. Contracts	Y	
d. Outline Specifications	Y	
e. Updates on Construction Cost Estimates (See Presentations)	Y	
13. <u>Structural Design and Documentation</u> to Include:		
a. Design Criteria	Y	
b. Structural Grid or System	Y	
c. Structural Framing Plan(s) and Section(s)	Y	
d. Preliminary Foundation Plan	Y	
e. Estimated Sizing of Primary Structural Members	Y	
f. Calculations (CHANGE TO ESTIMATE)	Y	
g. Required Clearances for Other Work	Y	
h. Materials Schedules	Y	
i. Specifications	Y	
j. Schedule completion dates for interim and final structural Design Development drawings	Y	
k. Confirm that the proposed structural system satisfies all legal requirements	Y	

14. Mechanical Design and Documentation to Include:		
a. Building plans and sections <i>showing:</i>		
i. Noise and Vibration Control \	Y	
ii. HVAC System Type and Standard	Y	
iii. Fire Protection Systems	Y	
iv. Plumbing Supply and Drain Types and Standards	Y	
v. Equipment Sizes and Locations	Y	
vi. Chase Sizes and Locations	Y	
vii. Duct Sizes and Locations - PRELIMS	Y	
viii. Mechanical Equipment Estimated Spatial Requirements in Plan	Y	
ix. Mechanical Equipment Estimated Spatial Requirements in Section	Y	
x. HVAC Calculations (ESTIMATES)	Y	
xi. Energy Use and Conservation Calculations (ESTIMATES)	Y	
xii. Preliminary Equipment and Material Schedules	Y	
xiii. Outline Specifications	Y	
b. Schedule completion dates for interim and final mechanical Design Development drawings.	Y	
c. Confirm the acquisition of necessary approval and permits for all utility service:		N
1. Gas		
2. Electric		
3. Water		
4. Sewer		
5. Communications		
d. Confirm compliance of the building mechanical and plumbing systems design with applicable codes and utility company requirements	Y	
e. Provide estimate for construction cost of buildings mechanical systems	Y	
f. Provide estimate for operating cost of buildings mechanical systems	DELETE	
15. Electrical Design and Documentation to Include:		

a. Reflected Ceiling and Lighting Plans	Y	
b. Power and Switching	Y	
c. Fire Detection and Alarm Systems	Y	
d. Security Systems	Y	
e. Communications Equipment, Chases and Outlets	Y	
f. Electrical Equipment Sizes, Locations, and Capacities	Y	
g. Electrical Vaults, Transformer Rooms	Y	
h. Chase Sizes and Locations		N
i. Duct Sizes and Locations		N
j. Confirm compliance of the building electrical systems design with applicable codes and utility company requirements.	Y	
k. Provide estimate for construction cost of buildings electrical system.	Y	
16. <u>Civil Design and Documentation</u> to Include:		
a. <i>Confirmation of all site test results.</i>		N
b. <i>Identification of additional tests that may be required</i>		N
c. <i>Coordination of civil, structural and architectural designs</i>	Y	
d. Cross check civil design with structural, landscaping, and architectural plans	Y	
e. Site plans and sections showing: (DELETE SECTIONS)		
i. Cut and Fill	Y	
ii. Excavations	Y	
iii. Irrigation		N
iv. Drainage	Y	

v. Site Related Construction	Y	
f. Outline Specifications	Y	
g. Site work and civil engineering design <i>confirmed to be in compliance with applicable codes and regulations</i>	Y	
h. Provide estimate for civil engineering related construction costs	Y	
17. Interior Design and Documentation to Include:		
a. Preliminary interior partition landscaping	Y	
b. Preliminary furniture planning	Y	
c. Materials and finish palette	Y	
d. Color schedule	Y	
e. Outline specifications	Y	
f. Estimate for interior design furnishing and fixtures cost, materials research, and specifications	Y	
g. Research on materials, equipment, fixtures, and building systems	Y	
h. List of primary first choices and alternative choices in materials		N
i. Project outline spec in coordination with architectural schematics	Y	
j. Coordinate decisions on preliminary room finish schedule	Y	
i. Construction System		
ii. Structural System		
iii. Mechanical System		
iv. Lighting		
v. Vertical Transportation		
vi. Exterior Materials		
18. Project Development Scheduling		
a. Create/update job calendar of estimated phase start and completions	Y	
i. Design Development		
ii. Construction Documents		
iii. Bidding/negotiation		

iv. Contract Administration		
v. Post Construction		
b. Estimating probable construction cost. Prepare overall construction cost estimate with contingency (including estimates from all consultants)	Y	
19. Presentations		
a. <i>Verify with Client</i> the Design Development Presentation to Include:		
i. Sketch Rendering		N
ii. Finish Two dimensional or Perspective Rendering	Y	
iii. Block Models		N
iv. Detail Models		N
v. Computer Print out or Plots	Y	
vi. Slides	Y	
vii. Video		N
G. Construction Documents: Prepare construction documents. The County will be responsible for the printing and distribution of documents to bidding contractors.		
1. Administration - Updates after Design Development		
a. Update/revise Schedule, and Project Planning Chart	Y	
b. Record All Pertinent Discussions and Decisions That Have Not Yet Been Recorded	Y	
c. Obtain Written Approval from Client to Proceed with Construction Documents	Y	
2. Working Drawing Planning		
a. Establish Drawing Format for Construction Document's with All Consultants	Y	
b. Prepare Drawing index and Determine Numbering System	Y	
c. Prepare 1/4 Size mini-mock up of all drawings w/sketches & notes/data to go on each sheet to distribute for review.		N
d. Determine Final Printing System	Y	
3. Disciplines Coordination And Document Checking		
a. Identify new consultants required for this phase	Y	

b. <i>Distribute</i> up-dated information on building occupancies and current cost estimates	Y	
c. Obtain or update consultants current estimates of building operating costs	Y	
d. Review the above with client and obtain written approval of the building mechanical and electrical systems (based on review of operating costs)	Y	
e. Review previous decisions on structural, construction, mechanical, and other systems for possible economics and improvements	Y	
f. Confirm that various selected engineering and construction systems are compatible with one another.	Y	
g. Obtain updated estimates of spatial requirements for engineered systems		N
h. Confirm who, (consultants, client, or others)is handling acquisition of approvals and permits for all utility services:		
i. Gas	Y	
ii. Electric	Y	
iii. Water	Y	
iv. Sewer	Y	
v. Telephone	Y	
vi. Cable TV	Y	
vii. Computer Link	Y	
viii. Utility-supplied Steam		N
ix. Utility-supplied Cooling		N
x. Other		N
i. Obtain or update and distribute lists of special building equipment and fixtures which may affect consultants work.	Y	
4. <u>Agency Consulting, Review, and Approvals</u>		
a. Establish a checklist & timetable for the County's applications for approvals & permits.	Y	
5. <u>Owner Supplied Data Coordination</u>		
a. Reconfirm program functional, occupancy, and spatial requirements with client.		
b. Confirm design with County's budget-settle contradictions between program needs and funding.		
c. Obtain client preferences in bidding and contracting that might affect construction drawings and specifications. 8 - 10 Bid Packages	Y	

d. Identify bid alternates and plan content and organization of bid documents.	Y	
6. <u>Architectural Design & Documentation</u>		
a. Review changes in the program and evaluate their impact on design	Y	
b. Review Design Developments, design updates, and program changes for code violations	Y	
c. Review Design Development design updates, and program changes for conflicts with original design intent of fundamental engineering decisions.	Y	
d. If significant differences are present verify and document the reasons for and sources of the differences.	Y	
e. Provide written update of the status of the work and schedule for the CD phase	Y	
f. Confirm the type of construction contract to be used, and evaluate the effect on the drawing and specifications content and format	Y	
g. Prepare and coordinate final specifications	Y	
h. Coordinate development of documents between all disciplines and compare to budget, program and regulatory requirements. Note changes that have occurred in the following:	Y	
i. Building Area		
ii. Siting		
iii. Structure		
iv. Mechanical Systems		
v. Construction Systems		
vi. Materials		
i. Determine and note reasons for changes and review questionable changes with those who initiated them.	Y	
j. Review preferred construction methods for impact on design and documentation.		N
k. Prepare data on costs and availability of special equipment & furnishings.	Y	
l. Prepare detailed construction cost estimate.	Y	
m. Confirm required submittal date of all CDs to client.	Y	
7. <u>Structural Design and Documentation</u> to Include:	Y	
a. Design Criteria		

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i. Structural Grid or System		
ii. Structural Framing Plan(s) and Section(s)		
iii. Foundation Plan		
iv. Calculations		
v. Required Clearances for Other Work		
vi. Structural Details		
vii. Materials Schedules		
viii. Specifications		
b. Schedule completion dates for interim and final Construction Document=s & specifications	Y	
c. Confirm that the proposed structural system satisfies all legal requirements	Y	
8. Mechanical Design and Coordination		
a. Confirm with the mechanical consultant the acquisition of necessary approvals and permits for all utility services.	Y	
b. Construction documents to include:		
i. Building Plans and Sections to Show:	Y	
➤ Noise and Vibration Control	Y	
➤ HVAC System Type and Standard	Y	
➤ Fire Protection Systems	Y	
➤ Plumbing Supply and Drain Types and Standards	Y	
➤ Equipment Sizes and Locations	Y	
➤ Chase Sizes and Locations	Y	
➤ Duct Sizes and Locations	Y	
➤ Mechanical Equipment Spatial Requirements in Plan	Y	
➤ Mechanical Equipment Spatial Requirements in Section	Y	
➤ Mechanical Fixture and Equipment Schedules	Y	
➤ Mechanical Construction Details	Y	
➤ HVAC Heat Load and Cooling Calculations		N
➤ Energy Use and Conservation Calculations		N
➤ Equipment and Material Schedules	Y	
➤ Specifications		
➤ Mechanical Systems Operations and Maintenance Instructions		N
c. Confirm compliance of the building mechanical and plumbing systems design with	Y	

applicable codes and utility company requirements		
d. Identify changes in the scope of the mechanical work that have occurred during the Design Development phase.	Y	
e. Determine the impact on cost of revisions in mechanical work	Y	
f. Acquire estimates for construction costs of buildings mechanical systems	Y	
g. Acquire estimates for operating cost of buildings mechanical systems		N
9. <u>Electrical Design and Coordination</u>		
a. Identify changes in scope of electrical work that have occurred during Design Development phase	Y	
b. Determine the impact of cost of revisions in electrical work	Y	
c. Confirm that changes in electrical design comply with legal requirements	Y	
d. Construction documents <i>to Include::</i>		
i. Biding plans and sections to show:		
➤ Reflected Ceiling and Lighting Plans	Y	
➤ Power and Switching	Y	
➤ Fire Detection and Alarm Systems	Y	
➤ Security Systems	Y	
➤ Communications Equipment, Chases and Outlets	Y	
➤ Electrical Equipment Sizes, Locations, and Capacities	Y	
➤ Electrical Vaults, Transformer Rooms	Y	
➤ Chase Sizes and Locations		N
➤ Duct Sizes and Locations		N
➤ Confirm compliance of the building electrical systems design with applicable codes and utility company requirements.	Y	
➤ Provide final estimate for electrical system.	Y	
10. <u>Civil Design and Documentation to Include:</u>		
a. Confirmation of All Site Test Results.		N

b. Identification of Additional Tests that May be Required		N
c. Coordination of Civil, Structural and Architectural Designs	Y	
d. Cross Check Civil Design with Structural, Landscaping, and Architectural Plans	Y	
e. Site Plans and Sections showing:		
i. Cut and Fill		
➤ Excavations	Y	
➤ Irrigation		N
➤ Drainage	Y	
➤ Site Related Construction	Y	
➤ Confirm compliance of site work and civil engineering design with applicable codes and regulations	Y	
➤ Provide estimate for civil engineering related construction costs	Y	
11. <u>Interior Design and Documentation</u> to Include:		
a. List and schedule special order furnishings that requires early ordering.	Y	
b. Furniture Selection & Planning	Y	
c. Fixtures Selection & Finishes	Y	
d. Materials & Finish Color schedule	Y	
e. Specifications	Y	
f. Update Estimate for Interior Design Furnishing and Fixtures costs	Y	
12. <u>Finish Specifications.</u>		
a. Materials		
i. List of Primary Choices & Alternatives in Materials	Y	
ii. Generic name	Y	
iii. Manufacturer	Y	
iv. Description by Use	Y	
v. Description by Performance	Y	
b. Required Material Characteristics		
i. Gauge/Weight	Y	
ii. Sizes	Y	

iii. Type of Finish	Y	
iv. Moisture Content Specs	Y	
c. Preparation for Installation	Y	
d. Installation	Y	
e. Coordination	Y	
f. Workmanship Standards	Y	
g. Inspection/Testing	Y	
h. Repair	Y	
i. Warranties, Guarantees, etc	Y	
13. Project Development Scheduling		
a. Create/update Project Calendar of Estimated Start/Completions	Y	
i. Design Development		
ii. Construction Documents		
iii. Bidding/negotiation		
iv. Contract Administration		
v. Post Construction		
b. Estimating probable construction cost. Prepare overall construction cost estimate with contingency (including estimates from all consultants)	Y	
14. Presentations		
a. Verify with Client the Design Development Presentation <i>to Include:</i> TO COMMITTEE ONLY		
i. Sketch Rendering	Y	
ii. Finish Two dimensional or Perspective Rendering	Y	
iii. Block Models		N
iv. Computer Print out or Plots	Y	
v. Slides	Y	

G. Construction Documents		
1. <u>Administration</u> - Updates after Design Development		
a. Update/Revise Project Schedule	Y	
b. Obtain Written Approval from Client to Proceed with Construction Documents	Y	
2. <u>Working Drawing Planning</u>		
a. Establish Drawing Format for Construction Documents	Y	
b. Prepare Drawing index and Determine Numbering System	Y	
c. Determine Final Printing System	Y	
3. <u>Disciplines Coordination & Quality Control</u>		
a. Provide Up-Dated Information on Building Occupancies & Current Cost Estimates	Y	
b. Update Consultants Estimates of Building Operating Costs		N
c. Obtain Written Approval of Building Mechanical & Electrical Systems	Y	
d. Confirm Compatibility of Engineering & Construction Systems	Y	
4. <u>Owner Supplied Data Coordination</u>		
a. Confirm Design with County Budget. Resolve Contradictions between Program & Budget.	Y	
b. Identify Bid Alternate(s)	Y	
5. <u>Architectural Design & Documentation</u>		
a. Review Changes in the Program & Evaluate Impact on Design.	Y	
b. Review Design Developments, Design Updates, and Program Changes for Code Violations	Y	
c. Provide Written Report on the Status of Schedule for the CD Phase	Y	
d. Confirm the Construction Contract to be Used.	Y	

e. Prepare and Coordinate Final Specifications	Y	
f. Coordinate Development of Documents between all Disciplines.	Y	
g. Compare to Budget, Program & Regulatory Requirements. Note changes.	Y	
h. Review Construction Methods for Impact on Design & Documentation.	Y	
i. Provide Costs & Availability of Special Equipment & Furnishings.	Y	
j. Provide Detailed Construction Cost Estimate.	Y	
6. <u>Structural Design and Documentation to Include:</u>		
a. Design Criteria		
i. Structural Grid or System	Y	
ii. Structural Framing Plan(s) and Section(s)	Y	
iii. Foundation Plan	Y	
iv. Calculations	Y	
v. Required Clearances for Other Work	Y	
vi. Structural Details	Y	
vii. Materials Schedules	Y	
viii. Specifications	Y	
b. Confirm that Proposed Structural System Satisfies all Legal Requirements	Y	
7. <u>Mechanical Design and Coordination</u>		
a. Construction documents <i>to include:</i>		
i. Noise and Vibration Control	Y	
ii. HVAC System Type and Standard	Y	
iii. Fire Protection Systems	Y	
iv. Plumbing Supply and Drain Types and Standards	Y	
v. Equipment Sizes and Locations	Y	
vi. Chase Sizes and Locations	Y	
vii. Duct Sizes and Locations	Y	

viii. Mechanical Equipment Spatial Requirements in Plan	Y	
ix. Mechanical Equipment Spatial Requirements in Section	Y	
x. Mechanical Fixture and Equipment Schedules	Y	
xi. Mechanical Construction Details	Y	
xii. HVAC Heat Load and Cooling Calculations		N
xiii. Energy Use and Conservation Calculations		N
xiv. Equipment and Material Schedules	Y	
xv. Specifications	Y	
xvi. Mechanical Systems Operations and Maintenance Instructions		N
b. Confirm compliance of the building mechanical and plumbing systems design with applicable codes and utility company requirements	Y	
c. Identify changes in the scope of the mechanical work that have occurred during the Design Development phase.	Y	
d. Determine the impact on cost of revisions in mechanical work	Y	
e. Acquire probably estimates for construction costs of buildings mechanical systems	Y	
f. Acquire estimates for operating cost of building mechanical systems	Y	
8. <u>Electrical Design and Coordination</u>		
a. Identify changes in scope of electrical work that have occurred during Design Development phase	Y	
b. Determine the impact of cost of revisions in electrical work	Y	
c. Confirm that changes in electrical design comply with legal requirements	Y	
d. Construction documents <i>to Include::</i>		
i. Reflected Ceiling and Lighting Plans	Y	
ii. Power and Switching	Y	
iii. Fire Detection and Alarm Systems	Y	
iv. Security Systems	Y	
v. Communications Equipment, Chases and Outlets	Y	

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vi. Electrical Equipment Sizes, Locations, and Capacities	Y	
vii. Electrical Vaults, Transformer Rooms	Y	
viii. Chase Sizes and Locations		N
ix. Duct Sizes and Locations		N
x. Fixture Schedules	Y	
xi. Electrical Construction Details	Y	
xii. Electrical, Communications, Security, Fire, and Related Systems and Equipment Maintenance Instructions	Y	
xiii. Obtain updated final estimates for probable electrical systems construction costs.	Y	
9. <u>Civil Design and Documentation</u>		
a. Confirm that all previously requested site tests have been received and transmitted to client, consultants, & design team.		N
b. Identify additional tests that may be required		N
c. Cross check civil, structural, landscaping and architectural designs	Y	
d. <u>Civil Engineering Construction Documents to Include:</u>		
i. Cut and Fill	Y	
ii. Excavations	Y	
iii. Irrigation		N
iv. Drainage	Y	
v. Site Related Construction	Y	
vi. Civil Engineering Construction Details	Y	
vii. Specifications	Y	
viii. Confirm compliance of the site work and civil engineering design with codes and regulations	Y	
e. Provide estimate for probable civil engineering related construction costs	Y	
10. <u>Interior Design and Documentation</u>		
a. List and schedule special order furnishings (such as carpet) that must be ordered early, to assure delivery and installation before move in date.	Y	
b. Interior Design Construction Documents <i>to Include::</i>		

i. Interior Partition Landscaping	Y	
ii. Furniture Selection and Planning	Y	
iii. Fixtures Selection and Finishes Palette	Y	
iv. Materials and Finish Palette	Y	
v. Color Schedule	Y	
vi. Interior Design Detailing	Y	
vii. Specifications	Y	
c. Update estimate for interior design furnishing and fixtures costs.	Y	
	Y	
11. Finish Specifications		
a. Check completeness of sections and consistency of sequence of information.		
i. Materials		
➤ Generic Name		
➤ Proprietary Name with Manufacturer		
➤ Description by Use		
➤ Description by Performance Criteria		
➤ Description by Reference Standard		
ii. Required Characteristics of Materials	Y	
a. Gauge or Weight		
b. Sizes, Nominal or Finishes		
c. Type of Finish		
d. Allowable Moisture Content		
iii. Components or Proportions of Components of Materials	Y	
a. Mixes		
b. Temperature Protection		
c. Moisture Protection		
iv. Installed Location on the Job - If Not Fully Indicated in the Drawings	Y	
v. Preparation for Installation	Y	
a. Pre-job Inspection		
b. Coordination with Other Subcontractors		
c. Cleaning		

d. Preparation of Surfaces		
vi. Installation	Y	
a. On Site Fabrication		
b. Connection to Other Work		
c. Dusting & Fitting		
d. Finishing		
vii. Coordination	Y	
a. Broad scope Working Drawing Sheet Reference		
b. Detail Drawing Sheet Reference		
c. Consultants Drawing Sheet Reference		
d. Related And/or Connecting Work by Other Trades or Subcontractors		
e. Related Specification Sections		
viii. Workmanship Standards	Y	
a. Quantified Measurements		
b. Referenced to Published Standards		
c. Approval by Inspection		
ix. Inspections & Tests		
x. Repair & Patching		
xi. Clean Up, Preparation for Other Work		
xii. Warranties, Bonds, or Guarantee Requirements		
xiii. Post-construction Adjustments or Service		
12. Project Development Scheduling	Y	
a. Create Up-date and Distribute Job Calendar of Estimated Phase Start and Completions		
i. Construction Documents		
ii. Bidding/negotiation		
iii. Contract Administration		
iv. -Post Construction		

b. Estimating Probable Construction Cost	Y	
i. Obtain All Consultants Final Construction Cost Estimates		
ii. Prepare Overall Construction Cost Estimate with Contingency		
c. Cross Check Coordination Checklist Construction Documents	Y	
H. <u>Biding & Awarding of Contract:</u> Interpret and clarify bidding questions.		
1. <u>Administration</u>		
a. Update schedule & project planning chart	Y	
b. Obtain County written approval of the construction documents	Y	
c. Obtain County written approval to proceed with the bidding process	Y	
d. Establish bid opening date & pre-bid task time schedule	Y	
e. Assemble bid documents:	Y	
➤ Bid Notice		
➤ Bid Advertisement/invitation		
➤ Instructions to Bidders		
➤ Contractor Qualification Statements		
➤ Bid Form		
➤ Owner-contractor Agreement		
➤ Bid Documents Deposit		
➤ Bid Security/bid Bond		
➤ Performance Bond/labor & Material Payment Bond		
➤ General & Supplementary Conditions		
➤ Construction Documents, (Drawings, Specifications, & Addenda)		
f. Confirm completion of document checking & coordination	Y	
g. Prepare list of favored (add) potential contractors & subcontractors.		
h. Confirm that all necessary permits and approvals have been obtained from regulatory	Y	

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agencies & public utilities.		
i. Confirm County decision on the selection of contract and fee type and related options (phased construction, fast track, cm, design build, contractor prepared construction documents).		N
j. Identify insurance & bond requirements the client will require of the contractor.	Y	
k. List and confirm what materials, equipment, and furnishings are supplied by the County and installed by the contractor.	Y	
l. List and confirm what materials, equipment, and furnishings are supplied by the client and installed by anyone other than the contractor.	Y	
m. Confirm that the client has supplied an accurate site survey, site legal description, and soil and subsurface condition report, all to be included with the construction documents.		N
<u>2. Addenda</u>		
a. Prepare addendum log in the register of bid documents.	Y	
b. Distribute addenda to all bidders, and when responding to request for clarification or additional data send copies of all responses to all other bidders as an addendum.	Y	
<u>3. Bidding & Negotiations</u>		
a. Hold pre-bid meeting with prospective bidders & client	Y	
b. Prepare report on pre-bid and send to all concerned parties	Y	
c. Prepare bid tabulation form	Y	
d. Advise bidders of bid opening date, time, & location, and confirm their participation	Y	
e. Verify validity of all contractor, & major subcontractor licenses	Y	

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f. Confirm enforcement of rules regarding bid security	Y	
4. Analysis of Alternates & Substitutions		
a. Prepare a confirmation form to establish in writing all verbal interpretations, instructions, and confirmations. Establish a time limit within which copies of same must be distributed.	Y	
b. Confirm changes and alternates with client in writing	Y	
c. Establish record of notifications to the Contractor of approved/disapproved alternates	Y	
d. Notify all bidders of accepted substitutions	Y	
5. Bid Evaluation		
a. Check bids for errors & omission	Y	
b. Write a Bid tabulation with the latest construction cost estimates	Y	
c. Review significant discrepancies between bid tabulations & latest construction cost estimate	Y	
d. Prepare memo to explain the reasons for the bid and estimate discrepancies , their impact, and recommended next steps	Y	
e. Review cost and bid problems with client	Y	
f. Document bid expiration date s	Y	
g. Review bids with client and recommend acceptance or rejection.	Y	
h. Record reasons for acceptance/rejection	Y	
6. Construction Contract Agreements		
a. Provide County with checklist of separate designer/contractor responsibilities.		N
b. Review the construction plan and time schedule with the client and contractor for inclusion into the contract.	Y	

7. <u>Post Bidding Administration</u>		
a. Create a log for recording all change orders and modifications to the contract. Move to Construction Services		
b. Provide all necessary contract documents, specified equipment brochures, and related project data to the contractor.	Y	
c. Identify bid tabulation data, special agreements addenda, and memos, reports, minutes, and correspondence that should be included in the final Project Manual as part of the construction contract or documents.	Y	
d. Obtain written approval from client to proceed with construction & construction administration contract.	Y	
I. <u>Construction Phase Services:</u> Answer contractor questions. Review and approve shop drawings.		
1. Update routing list and project directory of all parties who should receive memos and notices regarding project modifications, special instructions to the contractor, interpretations, clarifications etc.	Y	
2. Make a calendar schedule of future time, budget, and progress reviews		N
3. Review previously scheduled dates for construction phase.		N
4. Create a construction contract administration manual including (see attached list) .	Y	
5. Confirm the method and degree of contract administration and site observation.	Y	
6. Administration by principal in charge, project manager, project architect, other management or staff.	Y	
7. Part time site observations visit. Estimate frequency and duration BLDD (150 visits) approx 3/wk; GHR (50 visits) approx 1/wk; BCA (12 visits) approx 1/mo	Y	
8. Full time project representative		N
9. Establish and schedule construction administrative personnel.		N

10. Establish hierarchy of command, communication, and responsibilities	Y	
11. Project Administration - Actions Regarding Contractor		
a. Confirm construction contract is complete including schedule of values	Y	
b. Acquire list of proposed sub-contractors from the prime/general contractor	Y	
c. Review the same with consultants	Y	
d. Assist client with sub-contractor approvals. Obtain County written approval of same.		N
e. Send rejection memos regarding disapproved subcontractors to general contractor		N
f. Write change orders when necessary to modify contract terms because of any substitution of subcontractors		N
g. Review and approve or have corrected contractor schedule of values before the first scheduled application for payment	Y	
h. Review contractor schedule of required shop drawings, samples, and colors	Y	
i. Review and approve or have corrected the contractor estimated job construction progress schedule	Y	
j. Notify the client of estimated job construction schedule and any scheduling problems	Y	
k. Establish tentative job observation schedule based on the contractor estimated construction schedule	Y	
l. Confirm that all contractor schedules (shop drawing, values, job progress, etc) conform to contract requirements	Y	
m. Provide contractor with all necessary construction documents	Y	
n. Establish time, date, & location for pre-construction meeting	Y	

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12. Construction Phase		
a. Provide the site representation necessary to attend progress meetings, examine material mock-ups, verify material compliance with the specification requirements and maintain quality control. (BLDD to visit 1/wk; GHR - 2/month; BCA - 1/month; PB 2 total; and DHA 7 total as part of CA Fee)	Y	
b. Perform review of shop drawings, material samples and shop drawings.	Y	
c. Review Contractor monthly application for payment.	Y	
d. Review and respond to Contractor Requests for Information.	Y	
e. Review Contractor Change Proposals and prepare change orders.	Y	
f. Perform, write and distribute the punch list.	Y	
g. Schedule and lead the orientation of Owner personnel by the contractors.	Y	
h. Review all close out drawings and documents submitted by the contractor for compliance with the contract documents.	Y	
i. Modify the CAD disc to include as-built information furnished by the contractor and submit the as-built disc to the Owner.	Y	
j. The selected Architectural/Engineering firm will be required to attend pre-bid, pre-award, and progress meetings.	Y	
J. The selected Architectural/Engineering firm will be required to attend periodic County Facilities Committee and County Board meetings to make project update presentations.		N
K. Champaign County Board has adopted the "Project Team Approach" to projects. The selected Architectural/Engineering firm will commit to performing their tasks in this atmosphere. The project team shall consist of County representative, Supervisor of Physical Plant, A/E, and consultants.	Y	



BLDD Architects, Inc.
 2104 West Springfield
 Champaign, Illinois 61821
 Phone: 217-356-9606 Fax: 217-356-8861

MEETING MINUTES

PROJECT NAME: Fleet Highway Facility
 Champaign County
 BLDD Project No. 053015.400

MEETING DESCRIPTION: SCOPE OF WORK MEETING
DATE: June 6th, 2005
TIME: 10:00 AM
PLACE: Brookens Administrative Center

Attendees:

C. Pius Weibel	Champaign County	217.398.6117	weibel@isgs.uiuc.edu
Joel Fletcher	Champaign County	217.384.3776	jfletche@co.champaign.il.us
J. Steven Beckett	Champaign County	217.333.3608	sbeckett@law.uiuc.edu
Denny Inman	Champaign County	217.384.3776	dinman@co.champaign.il.us
Jeff Blue	Champaign County	217.384.3800	jblue@co.champaign.il.us
John Jay	Champaign County	217.586.3380	jjay@mchsi.com
Larry Sapp	Champaign County	217.202.6405	larry.sapp@carle.com
Gene Dillow	BLDD	217.356.9606	gene.dillow@bldd.com
Nita Christopher	BLDD	217.356.9606	nita.christopher@bldd.com
Mark Ritz	BLDD	217.356.9606	mark.ritz@bldd.com

MINUTES:

ITEMS DISCUSSED:	ACTION BY	DUE DATE
1. The primary purpose of this meeting was to review the A/E fee proposal and project budget. 2. Steve Beckett started the meeting by stating the budget and fees were not in line with the size project the County has envisioned. The following discussion ensued: A. The Project Budget: 1) The office and shop space are to be budgeted at \$100/sf resulting in a total building cost of \$4,393,800. 2) Total paved areas are to be budgeted at \$120,000. The County stated the parking areas are to be asphalt paving instead of concrete. Total Site costs to be budgeted at \$480,000. 3) Total Equipment and Furnishings to be rounded to a budget of \$600,000.		

<p>4) Project contingencies are to be: 5% Design, 3% Bid, and 5% Construction.</p> <p>5) This was to result in a Total Construction Budget of \$6,129,000. See the attached revised budget based on our understanding. Note that the total Project Budget equals \$6,215,910 based on the numbers we plugged in. Please contact us as soon as possible to resolve this discrepancy.</p> <p>6) BLDD was instructed that the construction budget was to remain this amount unless the County directs changes in the project scope. BLDD stated that it will design the project within this amount, but that the design quality or quantity may have to be altered to accomplish this. BLDD feels the building square foot costs should be somewhat higher to achieve the anticipated level of design, ie geothermal system, pre-cast walls, under floor heating, etc.</p> <p>B. Project Soft Costs:</p> <p>1) Steve Beckett stated the committee expected a fee for basic services in line with the CDB standard fee schedule. This would be more like 7% x \$6,192,000 = \$434,000.</p> <p>2) BLDD will discuss the project budget with consultants and revise the fee proposal for basic services.</p> <p>3) Mark Ritz reviewed other soft costs:</p> <p>a) The Simplified Energy Use Analysis is an additional service to be provided by GHR to identify approximate utility costs.</p> <p>b) The Survey fee is the proposal from BCA for site survey. The committee felt BCA has surveyed much of this area already and should not be charging this much. BLDD will discuss with BCA.</p> <p>c) The Storm Water Management Plan was also proposed by BCA. This fee may be somewhat high based on the fact that BCA does not know the limits of the study.</p> <p>d) The Storm Water Pollution Prevention Plan fee was also proposed by BCA. This is a management plan to prevent excessive soil erosion from going into storm sewers. This is not a service that has to be provided by the BLDD team. BCA recommended it be designed by them to insure the contractor follows EPA requirements, which in turn protects the County from a fine during construction.</p> <p>e) The Geotechnical Survey is for soil borings in the area of new building and pavement. BLDD estimates this cost at \$5,000 - \$8,000. This cost will be moved to reimbursable expenses and budgeted at \$5,500.</p> <p>f) Record Drawings are an additional service however this expense was included in the basic services fee. BLDD will pull this cost out of basic services as a separate line item.</p> <p>g) The Additional Site Observation Budget are the expenses for additional site visits above the requirements of basic services. This cost is intended for budget purposes only. It is BLDD's intent to use this as a guide as to the amount of additional site visits that are needed. This expense will be monitored during construction and the County can request more or less site observation at their discretion. BLDD will revise the hourly rates slightly to reflect the actual people doing the observation. BLDD will provide the names of all</p>	<p>Denny Inman</p>	<p>ASAP</p>
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<p>site observers anticipated.</p> <p>h) Reimbursable Expenses are approximate costs for items that cannot be clearly identified prior to execution of the contract. These are not proposals. These costs are offered by BLDD to assist the County in budgeting for these expenses. These are reimbursable expenses that are allowed in the County RFP2005-010.</p> <p>(1) The printing expense budgets will remain as projected.</p> <p>(2) The postage and shipping will remain as projected.</p> <p>(3) The test well for geothermal design was roughly estimated at \$5,000. Jeff Blue had estimated \$1,100. <i>Following the meeting BLDD received estimates from two engineering sources in the range of \$4,000 - \$6,000. BLDD will use \$6,000 in the project budget unless instructed otherwise.</i></p> <p>(4) Construction testing was budgeted at \$20,000 primarily in anticipation of extensive concrete paving and foundation testing. The County has stated it will do all concrete testing. BLDD will budget \$5,000 for foundation excavation inspections and steel connection spot testing.</p> <p>(5) Travel and lodging expenses are budgeted at \$9,500. These expenses are from projections by Prasons Brinckerhoff and Delon Hampton & Associates. BLDD will provide a breakdown of these estimated expenses.</p> <p>i) <i>The Owner's Costs were not discussed. BLDD included this line item to indicate that the County should budget for other items not included in construction, such as telecommunication, data, and fiber optic cabling.</i></p> <p>3. The project will not be LEED certified. BLDD will incorporate whatever LEED concepts the project budget will allow.</p> <p>4. BLDD will submit a copy of its latest Overhead & Profit audit. Consultants are not required to submit audits.</p> <p>5. BLDD will submit a revised fee proposal to the County as soon as possible.</p> <p>6. A meeting to review the revised fee proposal was scheduled for 9:30 AM on Monday, June 13, 2005 at the Brookens Administrative Center.</p>		
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These notes constitute our understanding of the meeting subject matter and will be considered correct and in order as outlined, unless the writer is notified to the contrary within seven (7) days from the distribution of the minutes.

Sincerely,
BLDD ARCHITECTS, INC.



Mark Ritz

MAR/jbf

cc: All attendees
Meeting Minutes File



Project Budget

Construction Budget

Building			
Office Space	7,868 sf	\$100 /sf	\$786,800
Shop Space	14,790 sf	\$100 /sf	\$1,479,000
Vehicle Space	26,600 sf	\$80 /sf	\$2,128,000
			\$4,393,800
Site Electrical and Landscape			
Site Electrical	1 ls	\$150,000	\$150,000
Total Graded and Landscaped Area	15,000 sf	\$2 /sf	\$30,000
Site Civil			
Total Exterior Paved Area	40,000 sf	\$3 /sf	\$120,000
Site Cut and Fill	1 ls	\$40,000	\$40,000
Site Storm and Sanitary	1 ls	\$40,000	\$40,000
Storm Water Detention	1 ls	\$100,000	\$100,000
			\$480,000
Equipment			
Total Furnishings and Equipm ent	1 ls	\$600,000	\$600,000
			\$600,000
			SubTotal: \$5,473,800
Design Contingency	5%	\$273,690	
			SubTotal: \$5,747,490
Bid Contingency	3%	\$172,425	
			SubTotal: \$5,919,915
Construction Contingency	5%	\$295,996	
			Total Construction Budget: \$6,215,910



BLDD Architects, Inc.
 2104 West Springfield
 Champaign, Illinois 61821
 Phone: 217-356-9606 Fax: 217-356-8861

MEETING MINUTES

PROJECT NAME: Fleet Highway Facility
 Champaign County
 BLDD Project No. 053015.400

MEETING DESCRIPTION: Revised Fee Proposal Meeting
DATE: June 13th, 2005
TIME: 9:30 AM
PLACE: Brookens Administrative Center

Attendees:

C. Pius Weibel	Champaign County	217.398.6117	weibel@isgs.uiuc.edu
Joel Fletcher	Champaign County	217.384.3776	jfletche@co.champaign.il.us
J. Steven Beckett	Champaign County	217.333.3608	sbeckett@law.uiuc.edu
Denny Inman	Champaign County	217.384.3776	dinman@co.champaign.il.us
Jeff Blue	Champaign County	217.384.3800	jblue@co.champaign.il.us
John Jay	Champaign County	217.586.3380	jjay@mchsi.com
Larry Sapp	Champaign County	217.202.6405	larry.sapp@carle.com
Ed Clancy	BCA	217.384.1144	eclancy@bernsclancy.com
Chris Billing	BCA	217.384.1144	cbilling@bernsclancy.com
Gene Dillow	BLDD	217.356.9606	gene.dillow@bldd.com
Mark Ritz	BLDD	217.356.9606	mark.ritz@bldd.com

MINUTES:

ITEMS DISCUSSED:	ACTION BY	DUE DATE
1. The primary purpose of this meeting was to review the revised A/E fee proposal.		
2. Ed Clancy and Chris Billing reviewed the project survey area. Chris indicated that most survey information in the survey area is old information or incomplete. There was discussion about reducing the survey area to reduce cost, however, the committee did not request a change in the survey area.		
3. Chris Billing also reviewed BCA's understanding of the scope of the Storm Water Management study. There was no request to change the scope of the study.		
4. Chris also discussed that recent bids for asphalt paving have been considerably higher than the \$3/sf budgeted in the Construction Budget. The Committee responded that their sources indicate the budget for		

<p>asphalt is adequate.</p> <ol style="list-style-type: none"> 5. Ed Clancy and Chris Billing were excused from the meeting. 6. Gene Dillow discussed that recent bids indicate that costs for certain building materials have risen significantly in the last year. BLDD is still concerned that the building costs in the Construction Budget may be low. 7. The County Facilities Negotiating Committee approved the Construction Budget of \$6,215,910. 8. The County Facilities Negotiating Committee voiced their concerns and questions regarding BLDD's revised fee proposal. Concerns were primarily focused on the fee percentage for Basic Services and the Additional Services. BLDD reviewed their reasoning for the breakdown of the proposed fee. 9. The committee met briefly in private. When BLDD returned to the meeting, the committee offered a counter fee proposal. BLDD accepted the committee's proposal. The accepted fees are indicated in the attached Project Budget. 10. The changes to the BLDD fee proposal include: <ol style="list-style-type: none"> A. The fee for Programming is to be \$75,000. B. The fee for Basic Services is to be \$450,000. C. The Additional Service fee for GHR's Simplified Energy Use Analysis of \$1,396 is acceptable. D. The fees for the following BCA Additional Services are to be provided on an Hourly basis Not-To-Exceed \$26,364 (90% of \$27,742, the sum of the proposed fees): <ol style="list-style-type: none"> 1) Survey 2) Storm Water Management Plan 3) Storm Water Pollution Prevention Plan E. The following proposed Additional Services are to be provided as part of the above fee for Basic Services: <ol style="list-style-type: none"> 1) Record Drawings 2) Architectural Rendering 3) Additional Contract Administration 4) Specialty Consultant Site Visits 5) Specialty Consultant Quality Control 11. Gene Dillow explained that the fees proposed are based on the Construction Budget of \$6,215,910. BLDD shall design the project to the best of their abilities to meet this Construction Budget. BLDD may need to offer quality or quantity changes to the program to maintain the Construction Budget. 12. The draft Owner-Architect agreement submitted by BLDD was discussed briefly. Gene Dillow discussed the reasons why BLDD removed Arbitration language from the standard document. 		
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13. Joel Fletcher will contact BLDD regarding language of the agreement.	Joel Fletcher	ASAP
14. A County Facilities Negotiating Committee Meeting is scheduled for June 21st, 2005. The Committee will review the final draft of the Owner-Architect agreement for approval.		
15. The next meeting is to be determined.		

These notes constitute our understanding of the meeting subject matter and will be considered correct and in order as outlined, unless the writer is notified to the contrary within seven (7) days from the distribution of the minutes.

Sincerely,
BLDD ARCHITECTS, INC.



Mark Ritz

MAR/jbf

cc: County Facilities Negotiating Committee members
Gene Dillow
Meeting Minutes File



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 EAST WASHINGTON
URBANA, IL 61802
(217) 384-3776
(217) 384-3765 – PHYSICAL PLANT
(217) 384-3896 – FAX
(217) 384-3864 – TDD
Website: www.co.champaign.il.us

ADMINISTRATIVE SUPPORT
DATA PROCESSING
MICROGRAPHICS
PURCHASING
PHYSICAL PLANT
SALARY ADMINISTRATION

June 24, 2005

Kevin B. Cash
Simpson, Gumpertz & Heger, Incorporated
41 Seyon Street
Building #1, Suite 500
Waltham, Massachusetts

Mr. Cash:

I am writing on behalf of the Champaign County Board. As you know, we have been unable to reach agreement on the compensation for a change order for the Champaign County Courthouse Masonry Repair and Tower Restoration Project. In the course of this dispute, the Champaign County Board has decided to no longer make use of your services on this project. Pursuant to Paragraph 1.3.8.5 of our contract, Champaign County is hereby giving notice of termination of the contract, effective seven (7) days from receipt of this letter. Pursuant to Item 12 of Paragraph 2.9.1 of our contract, you are entitled to payment for services performed as of that date, and any reimbursables then due and owing. Please submit any invoices for unpaid services or reimbursables under the contract by July 12, 2005, for approval of payment at the July 21, 2005, Champaign County Board meeting.

Very truly yours,

Denny Inman,
County Administrator



Parents Investing in Education

P.O. Box 17523 - Urbana, Illinois 61803

May 3, 2005

Ms. Juila Rietz, State's Attorney
Champaign County State's Attorney's Office
101 East Main Street
Urbana, Illinois 61801

Dear Ms. Rietz:

Parents Investing in Education (P.I.I.E.) is a grassroots community-based initiative designed to provide additional educational enrichments along with social and spiritual mentoring and support services to African American and/or low-income children and families who reside primarily in Urbana School District 116.

Sankofa Exposures is a second-year summer initiative developed by P.I.I.E. in partnership with Urbana School District. During the summer of 2004 Summer Exposures operated out of three different locations which included Living Hope Foursquare Church (3rd - 5th graders); Urbana Middle School (6th graders); Greater Holy Temple Church (7th - 9th graders). It is our goal to conduct all of the 2005 Summer Exposures programs in the same location and we are requesting your assistance in obtaining available space in the Brookens Administration Building. We have included a draft copy of the 2005 program flier along with the daily activity plan for your review.

We will contact your office later this week with hopes of scheduling a meeting to discuss our request. Thank you very much for all consideration given to our request to assist us in obtaining a facility to operate our program.

Sincerely,

Janice Mitchell, M.A.
Program Coordinator
398-8080

Sheronda Williams, B.A.
Activity Manager
344-5083

Enclosures:

1. Program Flier
2. Daily Activity Outline

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SUMMER EXPOSURES

"2005"



June 27th - August 4th

Monday - Thursday

1p.m.-5:30p.m.

Brookens Admin. Building

1776 E. Washington Street
Urbana, IL

Academics

The purpose of *Sankofa Summer Exposures* is to provide African American and/or low-income youth with the opportunity to experience exposure to select academic and social/behavioral expectations for their next grade level; thereby affording them the opportunity to resolve difficult instructions in a small culturally based arena.

Why Do We Need Exposures?

To help improve the academic and social standings of African American and/or low-income students.

Who Should Participate?

African American and/or low-income students entering 3rd - 12th grade.

What Is The Cost?

\$50.00

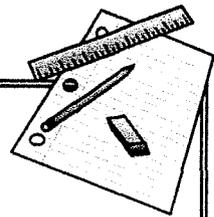
Registration is accepted on a first come basis.
Program limited to 40 students.

Academic instructions will be taught by certified teachers and will be aligned with current school grade curriculum.



Skill Development

- ✓ Math
- ✓ Reading
- ✓ Writing
- ✓ Spanish
- ✓ Social/Physical Skills
- ✓ Juvenile Justice



Juvenile Justice

S
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*Looking Back,
While Going Forward*

For more information contact: Janice Mitchell at 398-8080 or Sheronda Williams at 344-5083

Sankofa Exposures is sponsored by Urbana School District in collaboration with Mental Health Center of Champaign County, Urbana Police Department, Urbana Park District, Champaign County Board, Champaign County State Attorney's Office and Parents Investing In Education, Inc.

Sankofa Summer Exposures "2005"

June 27th - August 4th

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
P.M. 1:00 - 1:50	Math Enrichments (Grades 6 - 8) Spanish Enrichments (Grades 9 - 12) Elementary Math (Grades 3-5)	Math Enrichments (Grades 9 - 12) Spanish Enrichments (Grades 6 - 8) Elementary Math (Grades 3-5)	Math Enrichments (Grades 6 - 8) Spanish Enrichments (Grades 9 - 12) Elementary Math (Grades 3-5)	Math Enrichments (Grades 9 - 12) Spanish Enrichments (Grades 6 - 8) Elementary Math (Grades 3-5)
1:45 - 2:00	BREAK (Restroom & Drink)	BREAK (Restroom & Drink)	BREAK (Restroom & Drink)	BREAK (Restroom & Drink)
2:00 - 2:45	Math Enrichments (Grades 9 - 12) Spanish Enrichments (Grades 6 - 8) Elementary Reading (Grades 3 - 5)	Math Enrichments (Grades 6 - 8) Spanish Enrichments (Grades 9 - 12) Elementary Reading (Grades 3 - 5)	Math Enrichments (Grades 9 - 12) Spanish Enrichments (Grades 6 - 8) Elementary Reading (Grades 3 - 5)	Math Enrichments (Grades 6 - 8) Spanish Enrichments (Grades 9 - 12) Elementary Reading (Grades 3 - 5)
2:45 - 3:00	BREAK (Restroom & Drink)	BREAK (Restroom & Drink)	BREAK (Restroom & Drink)	BREAK (Restroom & Drink)
3:00 - 4:30	Small Group/Individual Reading, Writing & Math (Grades 6 - 12) Beginning Spanish (Grades 3-5)	Small Group/Individual Reading, Writing & Math (ALL)	Small Group/Individual Reading, Writing & Math (Grades 6-12) Beginning Spanish (Grades 3-5)	Small Group/Individual Reading, Writing & Math (ALL)
3:30 - 4:00	BREAK (Snack)	BREAK (Snack)	BREAK (Snack)	BREAK (Snack)
4:00 - 5:30	Physical Activity Groups	Social Responsibility Groups	Juvenile Justice Groups	Physical Activity Groups



Sankofa Bird

*Looking Back,
While Going Forward*

SUMMER EXPOSURES "05"

June 27th - August 4th
Mon. - Thurs. / 1pm - 5:30pm

Brookens Administration Building

Registration Form

Please print all information

NAME OF STUDENT: _____ DOB: _____ AGE: _____

ADDRESS: _____ CITY: *circle one* (C) / (U) ZIP CODE: _____

PHONE NO.: _____ ALTERNATIVE PHONE: _____

NAME OF SCHOOL: _____ GRADE: _____

✓ Math Course to be taken in the fall: _____

✓ Spanish Course to be taken in the fall: _____

MOTHER'S NAME: _____

ADDRESS (if different from above): _____

PHONE NUMBER (if different from above): _____

FATHER'S NAME: _____

ADDRESS (if different from above): _____

PHONE NUMBER (if different from above): _____

Does your child have any medical conditions that will require medication administration during program hours?

Yes No

Does your child have any medical conditions that may require medical attention during program hours?

Yes No

Does your child have any current police or court involvement?

Yes No

I, _____ give permission for _____
Parent's Name *Student's Name*

to participate in the Summer Exposures Program. I understand that this program is a community-based initiative and is not intended to take the place of any academic requirements of the local school districts.

Signature of Parent

Date

ALLIANCE

Environmental Group, Inc.

THE ENVIRONMENTAL SOLUTION

May 5, 2005

Champaign County Administrative Services
1776 East Washington Street
Champaign IL 61802

Project No.: LCH09I01

Invoice No.: 2

From: 4/1/2005

Thru: 4/30/2005

Invoice for Services

(New) Champaign County Nursing Home
Indoor Air Quality - Inspect/Proj Mang

DESCRIPTION	QUANTITY	UNITS	RATES	AMOUNT
Expenses				
LODGING	2.00	EACH	75.00	\$150.00
MILEAGE	1,363.00	MILES	0.35	\$477.05
PER DIEM	3.00	EACH	25.00	\$75.00
	Subtotal for	Expenses		\$702.05
Professional Services				
CONSULTANT	30.00	HOURS	80.00	\$2,400.00
INSPECTOR ASSISTANT	9.75	HOURS	50.00	\$487.50
INSPECTOR	51.50	HOURS	60.00	\$3,090.00
PROJECT MANAGER	66.00	HOURS	75.00	\$4,950.00
	Subtotal for	Professional Services		\$10,927.50
Sampling				
FUNGAL PLATE COUNT	83.00	EACH	60.00	\$4,980.00
FUNGAL SPECIATION	72.00	EACH	60.00	\$4,320.00
	Subtotal for	Sampling		\$9,300.00
		TOTAL NOW DUE		\$20,929.55

PROJECT DETAIL

May 5, 2005

From: 4/1/2005 Thru: 4/30/2005

LCH09I01

Champaign County Administrative Services
(New) Champaign County Nursing Home
Indoor Air Quality - Inspect/Proj Mang

EMPLOYEE	DATE	ITEM CODE & DESCRIPTION	WO CODE & DESCRIPTION	QTY	UNITS
SKR Shadley	4/4/2005	1PM PROJECT MANAGER	C Office Coordination	2.50	HOURS
WRB Wallace	4/4/2005	1PM PROJECT MANAGER	04 Project Management	5.00	HOURS
ACT Ames	4/5/2005	4MIL MILEAGE	01 Inspection	266.00	MILES
ACT Ames	4/5/2005	1INS INSPECTOR	01 Inspection	7.25	HOURS
ACT Ames	4/5/2005	3FS FUNGAL SPECIATION	01 Inspection	6.00	EACH
ACT Ames	4/5/2005	3FPC FUNGAL PLATE COUNT	01 Inspection	6.00	EACH
WRB Wallace	4/5/2005	1PM PROJECT MANAGER	C Office Coordination	3.00	HOURS
ACT Ames	4/6/2005	1INS INSPECTOR	01 Inspection	1.50	HOURS
ACT Ames	4/7/2005	1INS INSPECTOR	C Office Coordination	0.75	HOURS
ACT Ames	4/8/2005	1INS INSPECTOR	C Office Coordination	0.75	HOURS
ACT Ames	4/11/2005	1IA INSPECTOR ASSISTANT	M Owner Meetings	9.75	HOURS
ACT Ames	4/11/2005	4MIL MILEAGE	M Owner Meetings	266.00	MILES
SKR Shadley	4/11/2005	1PM PROJECT MANAGER	04 Project Management	9.00	HOURS
WRB Wallace	4/11/2005	1CT CONSULTANT	M Owner Meetings	6.00	HOURS
ACT Ames	4/12/2005	1INS INSPECTOR	C Office Coordination	1.00	HOURS
SKR Shadley	4/12/2005	1PM PROJECT MANAGER	C Office Coordination	1.50	HOURS
WRB Wallace	4/12/2005	1CT CONSULTANT	C Office Coordination	4.00	HOURS
ACT Ames	4/13/2005	1INS INSPECTOR	C Office Coordination	0.50	HOURS
WRB Wallace	4/13/2005	1CT CONSULTANT	C Office Coordination	4.00	HOURS
ACT Ames	4/14/2005	1INS INSPECTOR	C Office Coordination	1.00	HOURS
SKR Shadley	4/15/2005	1PM PROJECT MANAGER	C Office Coordination	1.00	HOURS
WRB Wallace	4/15/2005	1CT CONSULTANT	C Office Coordination	4.00	HOURS
ACT Ames	4/18/2005	3FS FUNGAL SPECIATION	01 Inspection	59.00	EACH
ACT Ames	4/18/2005	4MIL MILEAGE	01 Inspection	266.00	MILES
ACT Ames	4/18/2005	3FPC FUNGAL PLATE COUNT	01 Inspection	69.00	EACH
ACT Ames	4/18/2005	1INS INSPECTOR	01 Inspection	11.25	HOURS
OGW Ogle	4/18/2005	1INS INSPECTOR	T Travel	4.00	HOURS
OGW Ogle	4/18/2005	1INS INSPECTOR	01 Inspection	7.25	HOURS
SKR Shadley	4/18/2005	1PM PROJECT MANAGER	C Office Coordination	2.00	HOURS
ACT Ames	4/19/2005	1INS INSPECTOR	C Office Coordination	4.00	HOURS
ACT Ames	4/19/2005	4MIL MILEAGE	C Office Coordination	33.00	MILES
SKR Shadley	4/19/2005	1PM PROJECT MANAGER	C Office Coordination	2.00	HOURS
WRB Wallace	4/19/2005	1CT CONSULTANT	C Office Coordination	4.00	HOURS
ACT Ames	4/20/2005	1INS INSPECTOR	01 Inspection	6.25	HOURS
ACT Ames	4/20/2005	4MIL MILEAGE	01 Inspection	266.00	MILES
ACT Ames	4/20/2005	3FPC FUNGAL PLATE COUNT	01 Inspection	8.00	EACH
ACT Ames	4/20/2005	3FS FUNGAL SPECIATION	01 Inspection	7.00	EACH
ACT Ames	4/21/2005	1INS INSPECTOR	C Office Coordination	4.00	HOURS
OGW Ogle	4/22/2005	1INS INSPECTOR	C Office Coordination	2.00	HOURS
SKR Shadley	4/22/2005	1PM PROJECT MANAGER	C Office Coordination	1.00	HOURS
WRB Wallace	4/22/2005	1CT CONSULTANT	C Office Coordination	5.00	HOURS
WRB Wallace	4/23/2005	1CT CONSULTANT	C Office Coordination	3.00	HOURS
ACT Ames	4/25/2005	1PM PROJECT MANAGER	C Office Coordination	2.00	HOURS
OGW Ogle	4/25/2005	1PM PROJECT MANAGER	C Office Coordination	0.50	HOURS
ACT Ames	4/26/2005	4PRD PER DIEM	04 Project Management	1.00	EACH
ACT Ames	4/26/2005	4MIL MILEAGE	04 Project Management	133.00	MILES

ACT	Ames	4/26/2005	4LOD	LODGING	04	Project Management	1.00 EACH
ACT	Ames	4/26/2005	1PM	PROJECT MANAGER	04	Project Management	10.50 HOURS
ACT	Ames	4/27/2005	1PM	PROJECT MANAGER	04	Project Management	8.25 HOURS
ACT	Ames	4/27/2005	4PRD	PER DIEM	04	Project Management	1.00 EACH
SKR	Shadley	4/27/2005	1PM	PROJECT MANAGER	C	Office Coordination	1.50 HOURS
ACT	Ames	4/28/2005	4PRD	PER DIEM	04	Project Management	1.00 EACH
ACT	Ames	4/28/2005	4LOD	LODGING	04	Project Management	1.00 EACH
ACT	Ames	4/28/2005	1PM	PROJECT MANAGER	04	Project Management	8.25 HOURS
SKR	Shadley	4/28/2005	1PM	PROJECT MANAGER	C	Office Coordination	1.50 HOURS
ACT	Ames	4/29/2005	1PM	PROJECT MANAGER	04	Project Management	6.50 HOURS
ACT	Ames	4/29/2005	4MIL	MILEAGE	04	Project Management	133.00 MILES

ALLIANCE

Environmental Group, Inc.

THE ENVIRONMENTAL SOLUTION

June 8, 2005

Champaign County Administrative Services
1776 East Washington Street
Champaign IL 61802

Project No.: LCH09I01

Invoice No.: 3

From: 5/1/2005

Thru: 5/31/2005

Invoice for Services

(New) Champaign County Nursing Home
Indoor Air Quality - Inspect/Proj Mang

DESCRIPTION	QUANTITY	UNITS	RATES	AMOUNT
Expenses				
MILEAGE	971.00	MILES	0.35	\$339.85
	Subtotal for	Expenses		\$339.85
Professional Services				
DESIGNER	15.00	HOURS	90.00	\$1,350.00
INSPECTOR	18.00	HOURS	60.00	\$1,080.00
PROJECT MANAGER	44.00	HOURS	75.00	\$3,300.00
	Subtotal for	Professional Services		\$5,730.00
Sampling				
FUNGAL PLATE COUNT	31.00	EACH	60.00	\$1,860.00
FUNGAL SPECIATION	20.00	EACH	60.00	\$1,200.00
	Subtotal for	Sampling		\$3,060.00
		TOTAL NOW DUE		\$9,129.85

PROJECT DETAIL

June 8, 2005

From: 5/1/2005 Thru: 5/31/2005

LCH09I01

Champaign County Administrative Services
 (New) Champaign County Nursing Home
 Indoor Air Quality - Inspect/Proj Mang

<u>EMPLOYEE</u>	<u>DATE</u>	<u>ITEM CODE & DESCRIPTION</u>	<u>WO CODE & DESCRIPTION</u>	<u>QTY</u>	<u>UNITS</u>
SKR Shadley	5/2/2005	1PM PROJECT MANAGER	C Office Coordination	1.50	HOURS
SKR Shadley	5/3/2005	1PM PROJECT MANAGER	C Office Coordination	1.00	HOURS
WRB Wallace	5/7/2005	1PM PROJECT MANAGER	C Office Coordination	5.00	HOURS
ACT Ames	5/10/2005	4MIL MILEAGE	01 Inspection	268.00	MILES
ACT Ames	5/10/2005	3FS FUNGAL SPECIATION	01 Inspection	8.00	EACH
ACT Ames	5/10/2005	3FPC FUNGAL PLATE COUNT	01 Inspection	9.00	EACH
ACT Ames	5/10/2005	1INS INSPECTOR	01 Inspection	5.00	HOURS
WRB Wallace	5/10/2005	1PM PROJECT MANAGER	C Office Coordination	4.00	HOURS
ACT Ames	5/11/2005	1INS INSPECTOR	01 Inspection	1.00	HOURS
ACT Ames	5/11/2005	4MIL MILEAGE	01 Inspection	33.00	MILES
SKR Shadley	5/13/2005	1PM PROJECT MANAGER	C Office Coordination	1.00	HOURS
WRB Wallace	5/14/2005	1PM PROJECT MANAGER	C Office Coordination	4.00	HOURS
ACT Ames	5/16/2005	3FS FUNGAL SPECIATION	04 Project Management	3.00	EACH
ACT Ames	5/16/2005	4MIL MILEAGE	04 Project Management	268.00	MILES
ACT Ames	5/16/2005	1PM PROJECT MANAGER	04 Project Management	12.00	HOURS
ACT Ames	5/16/2005	3FPC FUNGAL PLATE COUNT	04 Project Management	4.00	EACH
WRB Wallace	5/16/2005	1PM PROJECT MANAGER	M Owner Meetings	3.00	HOURS
SKR Shadley	5/17/2005	1PM PROJECT MANAGER	C Office Coordination	1.50	HOURS
WRB Wallace	5/17/2005	1PM PROJECT MANAGER	C Office Coordination	3.00	HOURS
WRB Wallace	5/19/2005	3FPC FUNGAL PLATE COUNT	01 Inspection	8.00	EACH
WRB Wallace	5/19/2005	4MIL MILEAGE	01 Inspection	134.00	MILES
WRB Wallace	5/19/2005	1DS DESIGNER	03 Design	3.00	HOURS
WRB Wallace	5/19/2005	1INS INSPECTOR	01 Inspection	6.00	HOURS
SKR Shadley	5/20/2005	1PM PROJECT MANAGER	C Office Coordination	1.50	HOURS
SKR Shadley	5/23/2005	1PM PROJECT MANAGER	C Office Coordination	2.00	HOURS
WRB Wallace	5/23/2005	1DS DESIGNER	03 Design	4.00	HOURS
SKR Shadley	5/24/2005	1PM PROJECT MANAGER	C Office Coordination	2.00	HOURS
WRB Wallace	5/24/2005	1DS DESIGNER	03 Design	5.00	HOURS
ACT Ames	5/26/2005	3FPC FUNGAL PLATE COUNT	01 Inspection	10.00	EACH
ACT Ames	5/26/2005	4MIL MILEAGE	01 Inspection	268.00	MILES
ACT Ames	5/26/2005	3FS FUNGAL SPECIATION	01 Inspection	9.00	EACH
ACT Ames	5/26/2005	1INS INSPECTOR	01 Inspection	6.00	HOURS
WRB Wallace	5/26/2005	1DS DESIGNER	03 Design	3.00	HOURS
SKR Shadley	5/27/2005	1PM PROJECT MANAGER	C Office Coordination	2.50	HOURS



Invoice

Invoice Number: 85269
Invoice Date: May 31, 2005

TOTAL THIS INVOICE: \$18,847.50

Denny Inman
CHAMPAIGN COUNTY
BROOKENS ADMINISTRATIVE CENTER
1776 E. WASHINGTON ST.
URBANA, IL 61802

Project: 203035 Longterm Care/Skilled Care
Champaign County

Professional Services for Period Ending 5/20/05

Services as Described:

Construction Administration including Shop Drawing Review, IDPH coordination of meetings.

Billing Fee: \$1,077,000.00

<u>Phase</u>	<u>% of Total Fee</u>	<u>Phase Fee</u>	<u>% Complete</u>	<u>Fee Earned</u>	
Schematic Design	20.00	\$215,400.00	100.00	\$215,400.00	
Design Development	20.00	\$215,400.00	100.00	\$215,400.00	
Construction Documents	30.00	\$323,100.00	100.00	\$323,100.00	
Bidding/Negotiations	5.00	\$53,850.00	100.00	\$53,850.00	
Construction Administration	25.00	\$269,250.00	77.00	\$207,322.50	
				Total Fee Earned	,015,072.50
				Prior Fee Billing	996,225.00
				Current Fee Total:	<u>\$18,847.50</u>

Phase Billing Total: \$18,847.50

Total Invoice Amount: \$18,847.50

PLEASE REMIT PAYMENT TO 2709 MCGRAW DRIVE - BLOOMINGTON, ILLINOIS 61704

Aged Receivables:				
<u>Current</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>91-120 Days</u>	<u>Over 120</u>
\$18,847.50	\$0.00	\$0.00	\$0.00	\$0.00



Invoice

Invoice Number: 85270
Invoice Date: May 31, 2005

TOTAL THIS INVOICE: \$162.50

Denny Inman
CHAMPAIGN COUNTY
BROOKENS ADMINISTRATIVE CENTER
1776 E. WASHINGTON ST.
URBANA, IL 61802

Project: 203035.2 Champaign County - Extra Services
Site Observation for Utilities and Site Design Work beyond Contract Scope

Professional Services for Period Ending 5/20/05

Services as Described:

Water main pressure test.

Professional Services

	<u>Rate</u>	<u>Hours</u>	<u>Charge</u>
Instrument Person/Asst.	65.00	2.50	162.50
Professional Services Totals			<u>\$162.50</u>

Total Invoice Amount: \$162.50

PLEASE REMIT PAYMENT TO 2709 MCGRAW DRIVE - BLOOMINGTON, ILLINOIS 61704

Aged Receivables:

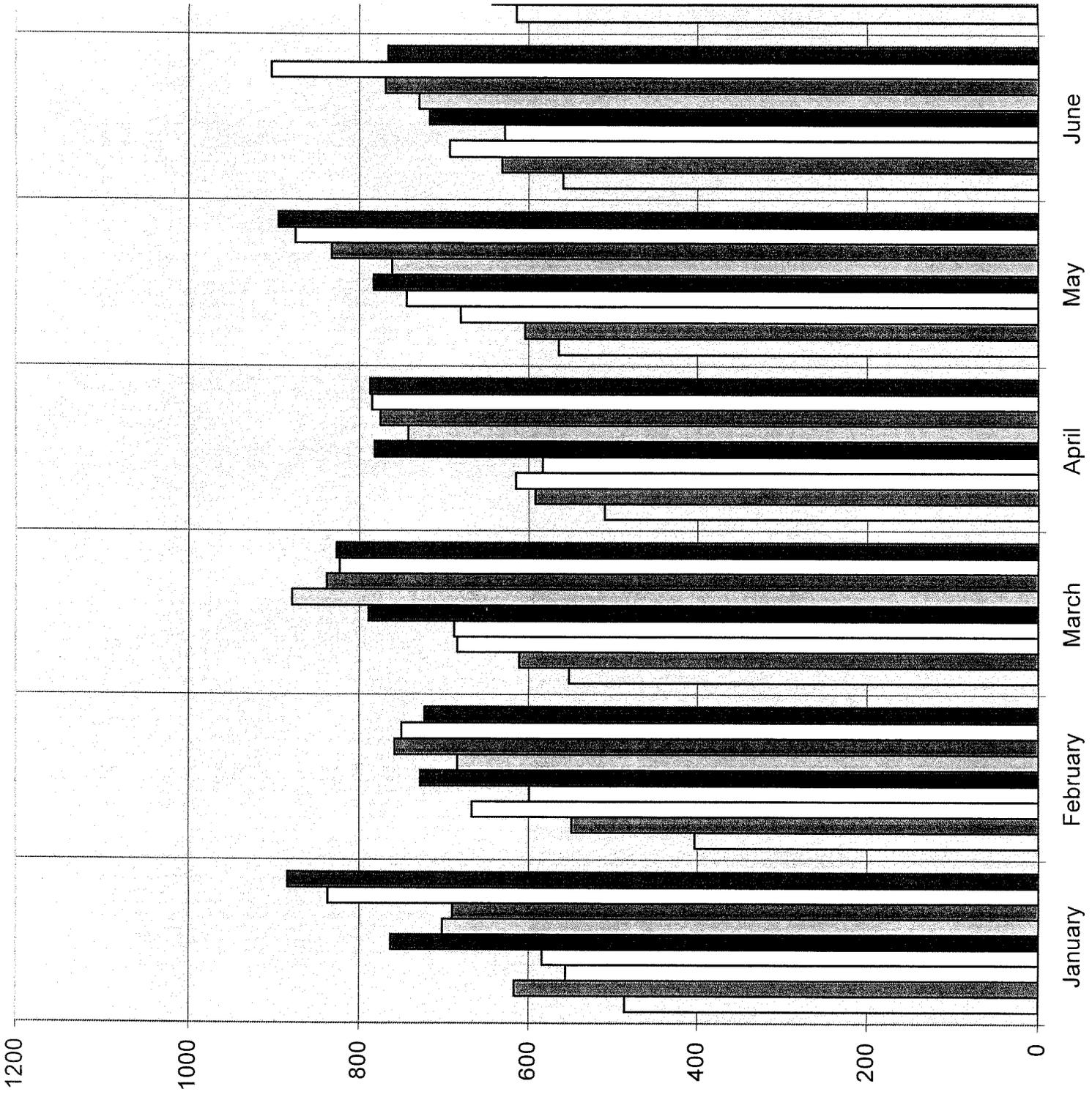
<u>Current</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>91-120 Days</u>	<u>Over 120</u>
\$162.50	\$0.00	\$0.00	\$0.00	\$0.00

CORRECTIONAL CENTER PRESENTATION

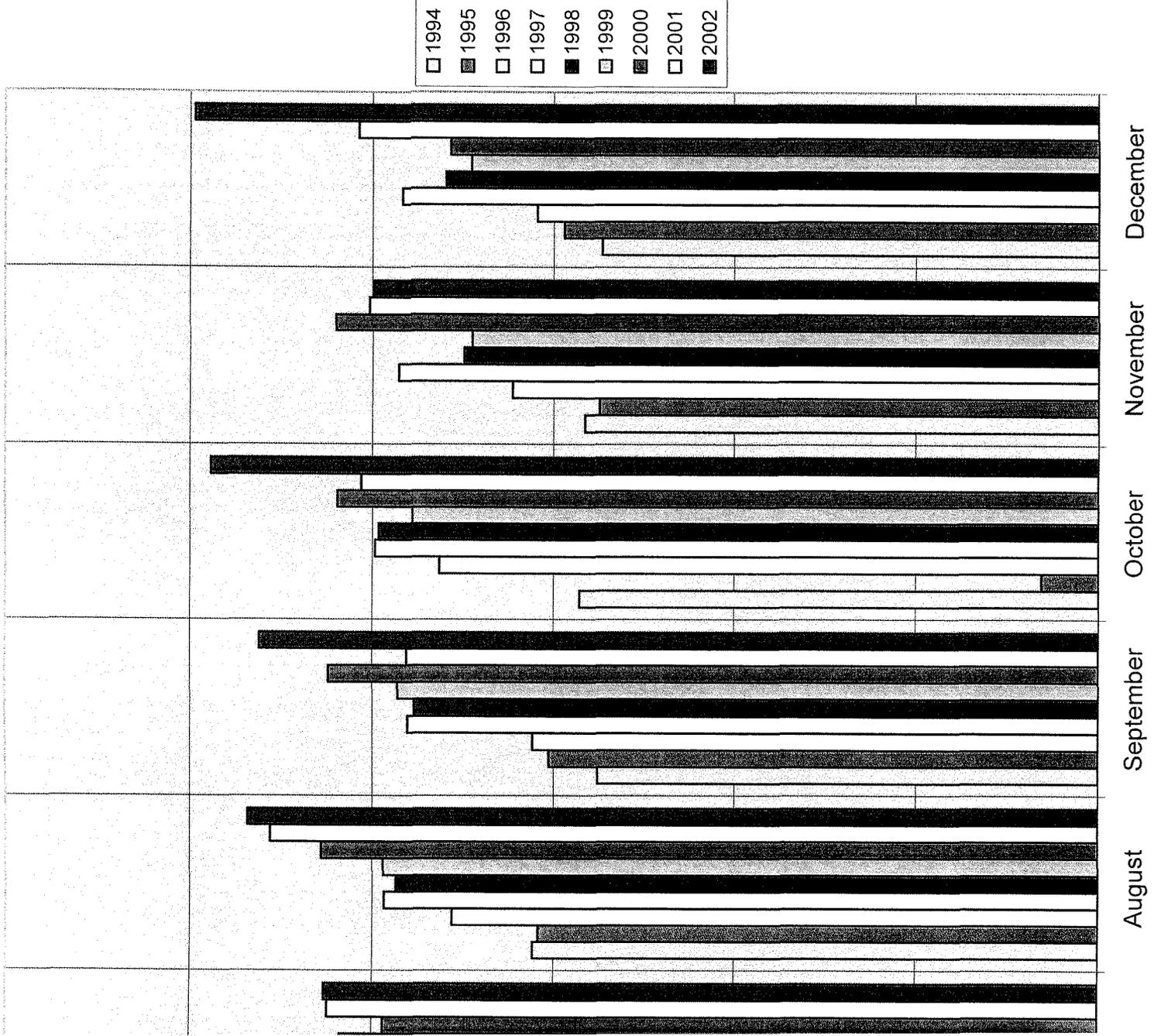
County Facilities Committee
June 21, 2005

1. Issue Statement
2. Facility Profile
 - a. Building Data
 - b. Central Illinois/County's Comparison
3. Facility Deficiency's
 - a. Completed Remodel/Maintenance Projects
 - b. List of Deficiency's
4. Life Cycle Info
 - a. Needs & Options Study (1993)
 - b. Current Data
5. Recommendation

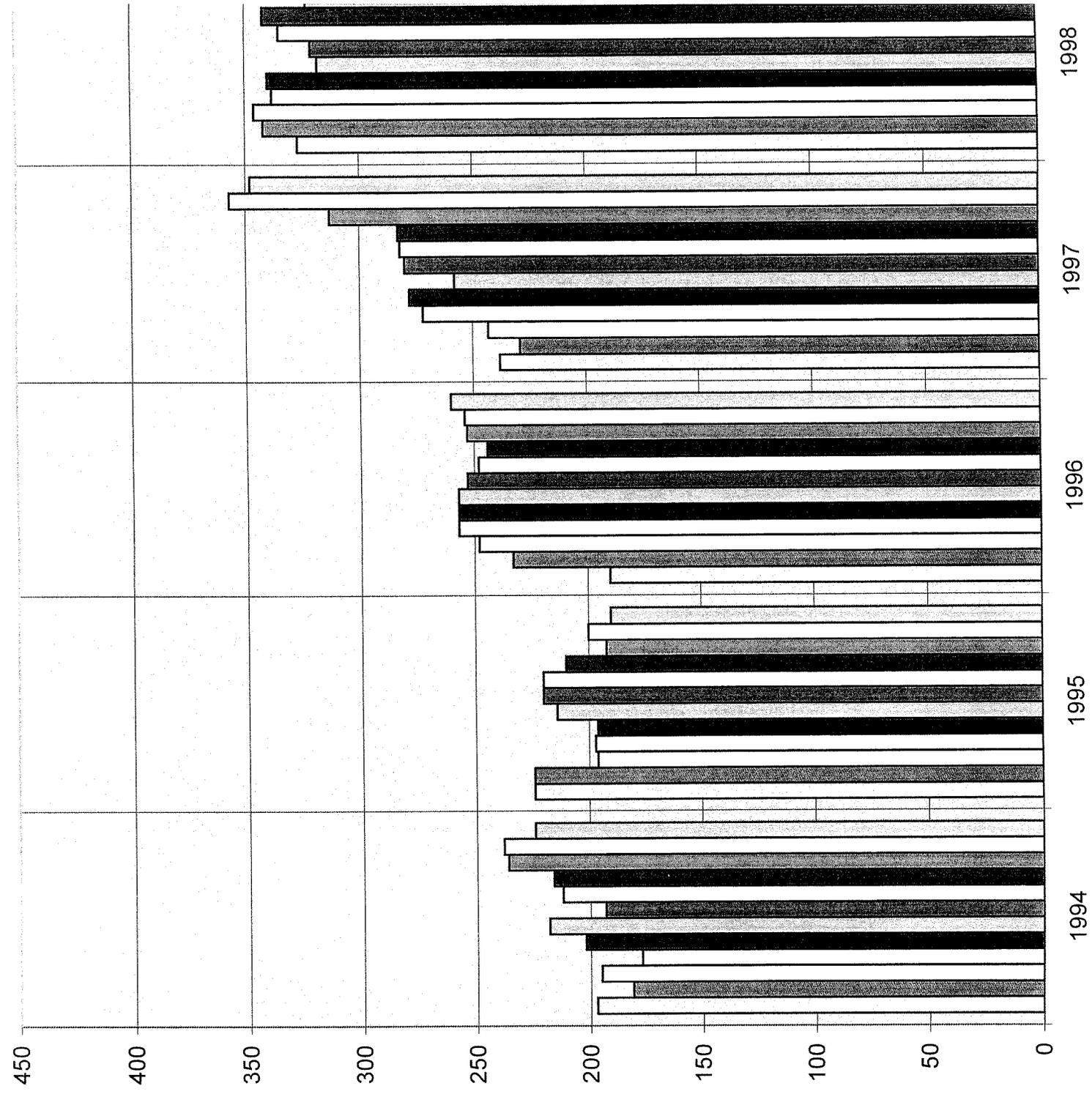
Champaign County Sheriff's Office/



ings per Month/Corrections



Champaign County Sheriff's Office/t





**SHERIFF DAN WALSH
CHAMPAIGN COUNTY SHERIFF'S OFFICE**

204 E. Main Street
Urbana, Illinois 61801-2702
(217) 384-1204

Dan Walsh

Sheriff

ph (217) 384-1205
fax (217) 384-3023

Capt. Walt Wolfe

ph (217) 384-1222
fax (217) 384-1219

Capt. Jim Young

ph (217) 384-1223
fax (217) 384-0435

Jail

Downtown

ph (217) 384-1240
fax (217) 384-0435

Satellite

ph (217) 384-1243
fax (217) 384-1272

Investigations

ph (217) 384-1213
fax (217) 384-1219

Civil Process

ph (217) 384-1204
fax (217) 384-1219

Records/Warrants

ph (217) 384-1233
fax (217) 384-0435

**TO: Chair Steve Beckett
Members of the Facilities Committee**

FROM: Sheriff Dan Walsh 

DATE: June 16, 2005

SUBJ: Possible Jail Expansion

Our numbers are growing and will likely continue to grow. This is due to many factors, but three immediately come to mind:

1. Statutory minimum sentences especially for repeat offenders.
2. Meth related crimes that did not exist in our County four years ago.
3. The police are doing a better job.

Included in this packet is statistical and other information I thought you might find of interest. I arbitrarily picked June 10 to do a snapshot of sentenced to jail, unsentenced (awaiting trial or plea) and home confinement (CHIPS).

I suggest and request we contract with professionals to consider our future jail needs, options and probable costs. I think we should consider three possible options:

1. Simply add capacity at the Satellite.
2. Add enough capacity at the Satellite to close the downtown jail.
3. Option 2 above and move the Sheriff's Office to the east campus.

We may also want to obtain an appraisal of our real estate at Main and Vine in the event option 3 is chosen and the County has no other use for this real estate.

I enclose proposals from Durrant, Kimme and Moyer for your review (Kimme did the study prior to building the Satellite).

I am told that when the Satellite was designed it would likely need more space added within ten years. If you assume a two year study, plan and build phase, we are pretty well on schedule.

DJW:tss

Atch.

HOUSING BEDS

Downtown = 131

Satellite = 153

**Meeting
ACA 284
Standards**

**Overflow = 29
at Satellite**

**Total, still = 313
meeting state
standards**

HOUSED (BEDDED) PRISONERS
Average Population

	<u>2003</u>	<u>2004</u>	<u>2005</u>
Jan	279	231	279
Feb	258	228	279
Mar	262	262	284
Apr	269	282	274
May	290	270	287
Jun	288	254	
Jul	286	258	
Aug	251	261	
Sep	293	257	
Oct	286	259	
Nov	265	257	
Dec	233*	256	
Approximate CHIPS Avg.	25	35	40-50
Book-In	Hi 40	40	40
Area	Lo 10	10	10
(New Guests)	Avg 20	20	20

* For the first time we began shipping parole holds awaiting their trial here back to DOC to reduce our numbers.

Champaign County Sheriff's Office/Bookings Per Month/Corrections

BOOKING TOTALS	1985	1986	1987	1988	1989	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2
JANUARY	276	305	287	370	421	434	428	555	514	486	617	556	584	763	702	690	837	884	803	807	69
FEBRUARY	275	322	320	369	389	394	410	493	406	403	549	667	599	728	684	758	750	723	765	786	71
MARCH	324	347	341	448	464	493	460	521	564	552	611	684	688	789	879	838	823	827	895	853	81
APRIL	303	322	368	377	412	476	437	549	513	510	592	615	593	782	742	775	785	787	842	799	82
MAY	266	345	368	402	424	464	481	546	492	564	604	680	744	783	761	832	875	895	866	821	86
JUNE	300	362	314	401	455	498	539	540	576	559	631	693	628	717	729	769	903	766	581	827	
JULY	338	388	370	458	480	496	534	693	567	614	643	717	795	882	835	788	849	853	850	873	
AUGUST	295	342	380	381	463	488	548	525	639	623	617	712	787	774	788	856	912	937	851	799	LO
SEPTEMBER	323	380	395	433	416	494	541	551	577	551	605	623	761	754	772	848	762	924	890	864	LO
OCTOBER	300	368	362	402	457	471	567	556	539	571	620	726	797	793	756	838	812	977	879	807	
NOVEMBER	322	336	356	403	501	510	533	492	495	565	549	645	771	699	690	840	803	798	767	700	
DECEMBER	256	341	358	377	422	425	534	515	509	546	588	618	767	719	691	714	815	995	698	700*	
TOTALS	3578	4158	4219	4821	5304	5643	6012	6536	6391	6544	7226	7936	8514	9183	9029	9546	9926	10366	9687	9636	

* - December 2004 - estimate - computer problems.

MINIMUM STATUTORY SENTENCES

1st Time DUS/DUR
based on a DUI 10 Consecutive Days

2nd Time 30 Consecutive Days

3rd Time 30 Consecutive Days

4th Time 180 Consecutive Days

(NO GOOD TIME CREDIT OFF MINIMUM SENTENCES)

**CHIPS – Home Confinement
June 10, 2005
41 Persons**

DAYS	20	30	45	60	90	100	120	150	180	270	360
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CHARGE

DUS/DUR 30 persons	2	4	1	7	4	1	5	1	5	1	1
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DUI 7 persons				1	5				3		
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Agg. Battery

No FOID

Dom. Battery

Del. Cannabis
< 10 grams

Total days = 4,655

In Jail – Sentenced Prisoners
Excluding: Weekend/Work Release/CHIPS
41 Persons

DUS/DUR	16	Del. Cannabis	1
DUI	4	Burglary	1
Drug Poss.	1	Theft Felony	1
Prob. Viol.	1	Contempt	1
Battery	2	Juv?	1
Dom. Battery	5	FTA Civil	1
Agg Dom Battery	1	Viol Bail	1
Theft	1	Misc.	2
Obst. Justice	1		

DAYS: 30 45 60 90 120 150 180 210 240

DUS/DUR **3** **1** **3** **1** **1** **2** **1** **2** **1**

DUI **2** **1** **1**

COURT FILINGS

DUR 2000	395	DUS 2000	1497
2001	385	2001	1626
2002	507	2002	1759
2003	615	2003	1844
2004	612	2004	1608
2005	638 (Projected)	2005	1677 (Projected)

DUI 2000	706
2001	700
2002	808
2003	837
2004	786
2005	957 (Projected)

06/10/05 09:17:41

Champaign County Non-Sentenced Report

CURDATE	Last Name	First Name	MI	DAYS IN	Book Dte	Docket Number	Next Appr	Statute Description	BOND TYPE	BOND AMOUNT
06/10/05	ADAMS	CHARLES	G	27	05/14/05	2005CF-197	06/22/05	OBSTRUCTING JUSTICE		.00
06/10/05	ADAMS	CHARLES	G	27	05/14/05	2005OV-298	06/23/05	CITY OV ARREST		.00
06/10/05	AL-GHADI	HAMZEH	W	43	04/28/05	2004CF-370	06/22/05	ARMED ROBBERY		.00
06/10/05	AUSTIN	RUSSELL	L	114	02/16/05	2005CF-273	06/21/05	BURGLARY		.00
06/10/05	BARBER	MILTON		37	05/04/05	2005CF-855	06/22/05	BURGLARY FROM MOTOR VEHICLE		.00
06/10/05	BARKER	ROBERT	L	13	05/28/05	2005CF-1022	07/27/05	UNLAWFUL RESTRAINT (INCLUDES AGGRAVATED)		.00
06/10/05	BEAUCHAMP	LESLIE	R	9	06/01/05	2005CF-1030	06/21/05	BURGLARY		.00
06/10/05	BOLDEN	DAMION	B	54	04/17/05	2004F-148	06/23/05	CIVIL FTA WARRANT		.00
06/10/05	BOLDS	MELANIE	L	37	05/04/05	2005CF-856	06/22/05	POSS MFG CHEMCL / 15 GRAM METH		.00
06/10/05	BOOHER	JEFFREY	A	10	05/31/05	2005CM-576	07/28/05	THEFT OF LABOR/ SERVICES/ USE OF PROPERT		.00
06/10/05	BOUTON	WILLIAM	H	30	05/11/05	2004CF-2087	06/22/05	STALKING		.00
06/10/05	BOYNE	BRADLEY	W	51	04/20/05	2005CF-763	06/22/05	DELIVERY OF CANNABIS <2000 GRAMS		.00
06/10/05	BROCK	TONY	L	70	04/01/05	2004TR-30595	06/14/05	DRIVING SUSPENDED OR REVOKED LICENSE		.00
06/10/05	BROCK	TONY	L	70	04/01/05	2005CF-605	06/22/05	DELIVERY OF OR POSSESSION OF W/ INTENT T		.00
06/10/05	BROWN	ANDRE	B	55	04/16/05	2004OV-795	06/24/05	CITY OV ARREST		.00
06/10/05	BROWN	ANDRE	B	55	04/16/05	2005CF-395	06/22/05	DELIVERY OF OR POSSESSION OF W/ INTENT T		.00
06/10/05	BROWN	ANDRE	B	55	04/16/05	2005CM-583	06/23/05	RESIST OR OBSTRUCTING A PEACE OFFICER		.00
06/10/05	BROWN	CORIANDO	E	75	03/27/05	2005TR-AWOW	06/13/05	DRIVING SUSPENDED OR REVOKED LICENSE		.00
06/10/05	BROWN	FLOYD	T	0	06/10/05	2005CF-AWOW	06/10/05	BURGLARY		.00
06/10/05	BRUDEN	ANDREA	L	69	04/02/05	2005CF-607	06/22/05	DELIVERY OF CANNABIS <500 GRAMS		.00
06/10/05	BUCHANON	HAZEL		71	03/31/05	2005CF-604	06/22/05	AGGRAVATED BATTERY		.00
06/10/05	BUTLER	GERMEL	A	50	04/21/05	2004F-195	06/16/05	CIVIL FTA WARRANT		.00
06/10/05	CAIN	MICHAEL	E	18	05/23/05	2003CF-1450	06/16/05	POSSESSING A CONTROLLED SUBSTANCE		.00
06/10/05	CAMPBELL	CARLTON	D	21	05/20/05	2005CF-969	06/22/05	MANUFACTURE/DELIVERY OF CONTROLLED SUBST		.00
06/10/05	CASTEN	TONJA	M	4	06/06/05	2005CF-1057	06/22/05	POSSESSING A CONTROLLED SUBSTANCE		.00
06/10/05	CHANEY	STEVEN	W	67	04/04/05	2005CF-615	06/22/05	USE CREDIT CARD OF ANOTHER		.00
06/10/05	COOPER	JOHN	I	122	02/08/05	2005CF-233	07/06/05	BURGLARY		.00
06/10/05	CRAFT	TYESHA	N	45	04/26/05	2005CF-800	06/22/05	RESIDENTIAL BURGLARY		.00
06/10/05	CROOK	WALTER	K	52	04/19/05	2004CF-1815	06/22/05	MANUFACTURE/DELIVERY OF CONTROLLED SUBST		.00
06/10/05	DALTON	JASON	L	95	03/07/05	2005CF-429	07/05/05	BURGLARY		.00
06/10/05	DAVENPORT	ROBERT	A	72	03/30/05	2005CF-590	07/11/05	AGGRAVATED BATTERY-PEACE OFFICER		.00
06/10/05	DAVIS	CLAVIN	D	89	03/13/05	2004CF-1686	07/01/05	POSSESSING A CONTROLLED SUBSTANCE		.00
06/10/05	DAVIS	JOSHUA	T	0	06/10/05	2003JD-51	06/10/05	JUV WARRANT OF APPREHENSTION		.00
06/10/05	ELAM	CURTIS	R	15	05/26/05	2005CF859	06/22/05	DRIVING UNDER THE INFLUENCE OF ALCOHOL		.00
06/10/05	ELIMON	TIMOTHY	S	59	04/12/05	2004CF-920	06/22/05	AGGRAVATED BATTERY		.00
06/10/05	EYER	DAWN	R	17	05/24/05	2005CF-990	07/27/05	MANUFACTURE/DELIVERY OF CONTROLLED SUBST		.00
06/10/05	FLY	JOHN	E	178	12/14/04	2004CF-2261	06/21/05	MANUFACTURE/DELIVERY OF CONTROLLED SUBST		.00
06/10/05	GAINES	BILLY	J	121	02/09/05	2005CF-181	06/10/05	UNLAWFUL POSS OF CONVERTED VEHICLE		.00
06/10/05	GARCIA	GLENN	B	376	05/30/04	2004TR-7139	06/22/04	DRIVING SUSPENDED OR REVOKED LICENSE	ROR	.00
06/10/05	GARLAND	MAURICE	V	3	06/07/05	2004CF-1472	07/25/05	AGGRAVATED CRIMINAL SEXUAL ASSAULT		.00
06/10/05	GATES	PARIS	D	42	04/29/05	2005CF-833	06/22/05	OBSTRUCTING JUSTICE		.00
06/10/05	GILMORE	JONATHAN	A	135	01/26/05	2005CF-14	06/22/05	ARMED ROBBERY		.00
06/10/05	GLEASON	SCOTT	M	150	01/11/05	2005CF-74	06/24/05	BURGLARY		.00
06/10/05	GRANT	DERRICK	L	92	03/10/05	2005CF-566	06/22/05	ESCAPE		.00
06/10/05	GRANT	DERRICK	L	92	03/10/05	2005TR-4946	08/08/05	DRIVING SUSPENDED OR REVOKED LICENSE		.00
06/10/05	GRINDLEY	KYAN	G	57	04/14/05	2002F-217	08/11/05	CIVIL FTA WARRANT		.00
06/10/05	GRINDLEY	KYAN	G	57	04/14/05	2005CF-708	06/10/05	BURGLARY		.00
06/10/05	GUSTAFSON	JOSHUA	D	27	05/14/05	2005CF-197	06/22/05	OBSTRUCTING JUSTICE		.00
06/10/05	GUSTAFSON	JOSHUA	D	27	05/14/05	2005OV-298	06/23/05	CITY OV ARREST		.00
06/10/05	HARDIN	JASON	R	4	06/06/05	2005CF-1045	06/21/05	THEFT CLASS 3 FELONY		.00
06/10/05	HARRIS	JARED	L	49	04/22/05	2005CF-768	06/22/05	BURGLARY		.00

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Champaign County Non-Sentenced Report

CURDATE	Last Name	First Name MI	DAYS IN	Book Dte	Docket Number	Next Appr	Statute Description	BOND TYPE	BOND AMOUNT
06/10/05	HARRIS	LOUIS L	33	05/08/05	2005CF-881	06/10/05	AGGRAVATED BATTERY		.00
06/10/05	HARRIS	LOUIS L	33	05/08/05	2005CF-881	06/22/05	AGGRAVATED BATTERY		.00
06/10/05	HARRIS	ROBERT M	18	05/23/05	2005CF-973	06/22/05	POSSESS STOLEN PROPERTY		.00
06/10/05	HEMPHILL	STEPHEN R	8	06/02/05	2003CF-1832	06/22/05	THEFT CLASS 3 FELONY		.00
06/10/05	HEMPHILL	STEPHEN R	8	06/02/05	2004CM-872	06/29/05	DOMESTIC BATTERY		.00
06/10/05	HERNANDEZ	FELIPE N	49	04/22/05	2003CF-1516	06/23/05	PUBLIC INDECENCY		.00
06/10/05	HERNANDEZ	FELIPE N	49	04/22/05	2004CF-1665	06/23/05	CRIMINAL TRESPASS TO RESIDENCE		.00
06/10/05	HERNANDEZ	FELIPE N	49	04/22/05	2004CF-1724	06/23/05	PUBLIC INDECENCY		.00
06/10/05	HERNANDEZ	FELIPE N	49	04/22/05	2004TR-22621	06/20/05	DRIVING SUSPENDED OR REVOKED LICENSE		.00
06/10/05	HILL	ROMELL D	19	05/22/05	2005CM-784	06/23/05	DOMESTIC BATTERY		.00
06/10/05	HOFFMAN	DANIEL D	0	06/10/05	2005CM-AWOW	06/10/05	CRIMINAL DAMAGE TO PROPERTY		.00
06/10/05	HOFFMAN	DANIEL D	0	06/10/05	2005CM-AWOW	06/10/05	CRIMINAL TRESPASS TO RESIDENCE		.00
06/10/05	HOLLIS	DARRYL H	5	06/05/05	2002TR-25352	07/14/05	LEAVING SCENE-ACCIDENT-VEHICLE DAMAGE		.00
06/10/05	HOLLIS	DARRYL L	5	06/05/05	2003TR-2347	07/26/05	DRIVING SUSPENDED OR REVOKED LICENSE		.00
06/10/05	HOSEY	DANNY R	18	05/23/05	2005CF-869	07/25/05	PROBATION VIOLATION		.00
06/10/05	HUMPHRIES	KENNETH L	15	05/26/05	2005DT-31	06/23/05	DUI BAC .08 OR MORE		.00
06/10/05	HUMPHRIES	KENNETH L	15	05/26/05	2005DT-731	06/23/05	DRIVING UNDER THE INFLUENCE OF ALCOHOL		.00
06/10/05	JACKSON	LARRY G	69	04/02/05	2005CF-607	06/22/05	DELIVERY OF CANNABIS <500 GRAMS		.00
06/10/05	JACKSON	PARIS G	52	04/19/05	2003CF101	07/25/05	MOB ACTION		.00
06/10/05	JACKSON	PARIS G	52	04/19/05	2003CF1465	07/25/05	PROBATION VIOLATION		.00
06/10/05	JACKSON	PARIS G	52	04/19/05	2005CF-748	06/22/05	DOMESTIC BATTERY		.00
06/10/05	JOHNSON	CANDICE L	122	02/08/05	2005CF-233	07/06/05	BURGLARY		.00
06/10/05	JOHNSON	JOHNNY N	44	04/27/05	1997SC-4311	07/06/05	CIVIL FTA WARRANT		.00
06/10/05	KASEE	ROBERT J	51	04/20/05	2005CF-759	06/22/05	BURGLARY		.00
06/10/05	KASEY	KANDICE D	45	04/26/05	2005CF-795	06/22/05	AGGRAVATED BATTERY		.00
06/10/05	KEENAN	HAROLD D	39	05/02/05	2005CF-772	06/22/05	THEFT OF VEH PARTS/ACCESSORIES-FELONY		.00
06/10/05	KEENAN	HAROLD D	39	05/02/05	2005CF-841	06/22/05	RESIDENTIAL BURGLARY		.00
06/10/05	KELEMINIC	JUNE E	10	05/31/05	2005CM-576	07/28/05	THEFT OF LABOR/ SERVICES/ USE OF PROPERT		.00
06/10/05	KELLEY	JEREMY W	13	05/28/05	2005CF-981	07/27/05	POSSESSING A CONTROLLED SUBSTANCE		.00
06/10/05	KINCAID	MELISSA G	4	06/06/05	2004JD-79	06/29/05	JUV WARRANT OF APPREHENSION		.00
06/10/05	KING	AARON L	9	06/01/05	2005CF-1034	07/27/05	LOOK-ALIKE DRUGS: MFR., SALE, OR POSSESS		.00
06/10/05	KINGSTON	RICK O	23	05/18/05	2005DT-AWOW	06/24/05	DRIVING UNDER THE INFLUENCE OF ALCOHOL		.00
06/10/05	KINGSTON	RICK O	23	05/18/05	2005TR-AWOW	06/24/05	REVOKED,CANCELLED,SUSPENDED REGISTRATION		.00
06/10/05	KINGSTON	RICK O	23	05/18/05	2005TR-8247	06/23/05	DRIVING SUSPENDED OR REVOKED LICENSE		.00
06/10/05	KNAPP	MICHAEL W	0	06/10/05	2005CF AWOW	06/10/05	POSSESSING A CONTROLLED SUBSTANCE		.00
06/10/05	LACKEY	ANTHONY C	73	03/29/05	2003CF-334	06/20/05	PROBATION VIOLATION		.00
06/10/05	LAMBDIN	ZACHARY B	56	04/15/05	2005CM-332	06/23/05	HARASSMENT BY TELEPHONE	ROR	.00
06/10/05	LAWRENCE	JEFFREY C	55	04/16/05	2005CM-588	06/23/05	POSS OF CANNABIS <30 GRAMS		.00
06/10/05	LAWRENCE	JEFFREY C	55	04/16/05	2005DT-AWOW	06/23/05	DRIVING UNDER THE INFLUENCE OF ALCOHOL		.00
06/10/05	LEE	WILLIAM J	504	01/23/04	2004CF-146	06/22/05	HOMICIDE		.00
06/10/05	LEMONS	ROBERT L	24	05/17/05	2005CF-919	06/22/05	CRIMINAL SEXUAL ASSAULT		.00
06/10/05	LEWIS	JOE L	45	04/26/05	2005CF-794	06/22/05	RESIDENTIAL BURGLARY		.00
06/10/05	LEWIS	KAREN R	8	06/02/05	2004SANGAMON CO	06/02/05	WARRANT OUT OF COUNTY		.00
06/10/05	LEWIS	KAREN R	8	06/02/05	2005CF-1032	07/27/05	CRIMINAL TRESPASS TO RESIDENCE		.00
06/10/05	LINDSEY	JOYCE P	0	06/10/05	2005CM AWOW	06/10/05	AGGRAVATED ASSAULT		.00
06/10/05	LOCKETT	HERMAN J	6	06/04/05	2005CF-493	07/27/05	THEFT: OVER \$300		.00
06/10/05	LUCAS	DEMARCO D	0	06/10/05	2005CM-AWOW	06/10/05	POSS OF CANNABIS <10 GRAMS		.00
06/10/05	MANIERRE	BARBARA M	16	05/25/05	2005CF-1009	07/27/05	THEFT CLASS 3 FELONY		.00
06/10/05	MARSHALL	CHRISTINE N	44	04/27/05	2005CF-814	06/22/05	HOME INVASION		.00
06/10/05	MARTIN	QUENTIN N	21	05/20/05	2005CF-963	06/22/05	FORGERY		.00
06/10/05	MAXWELL	CARL M	49	04/22/05	2003CF-2153	06/20/05	PROBATION VIOLATION		.00

02

06/10/05 09:17:41

Champaign County Non-Sentenced Report

PAGE 5

*** END OF REPORT ***



DURRANT

AGREEMENT FOR SERVICES

5126 West Terrace Dr
Suite 100
Madison, WI 53718

T 608.241.3340
F 608.241.1031

www.durrant.com

Project Name: Champaign County Jail Expansion Study

Project Address: 204 E. Main Street
Urbana, IL 61801-2702

Date: June 3, 2005

Client Name: Champaign County, Illinois

Consultant: The Durrant Group, Inc.

Scope of Basic Services

The work will include the following:

Architecture
Engineering
Planning
Project Delivery
Financing
Interior Design
Graphic Design

1. Meet with Sheriff's staff, Chief Judge and Courts staff, appropriate County Board Members and County staff to determine sentencing trends, physical plant problems and space needs.
2. Develop inmate population projections to determine the County's short and long term future bed needs.
3. Evaluate the Downtown and Satellite Jail Facilities to determine feasibility for continued use and/or expansion.
4. Develop an analysis of three potential building design options to include:
 - a. adding beds to the satellite jail facility while continuing the use of the entire downtown jail and Sheriff's offices
 - b. adding a greater number of beds to the satellite jail to permit the closing of the downtown jail beds while maintaining the Sheriff's office downtown, and
 - c. adding a greater number of beds to the satellite jail to permit the closing of the downtown jail beds and also include a new addition for the Sheriff's office at the satellite jail site to permit the closure of the entire downtown facility.
5. Prepare cost estimates for all three building design options.
6. Present findings to the appropriate County Committee and the full County Board.
7. Provide ten (10) bound copies of the final draft of the study for the County's use.

The basic scope of services includes four (4) to six (6) meetings.

Chicago, IL
Denver, CO
Des Moines, IA
Dubuque, IA
Hilo, HI
Honolulu, HI
Madison, WI
Milwaukee, WI
Minneapolis, MN
Phoenix, AZ
St. Louis, MO
Tucson, AZ



Compensation for Basic Services

The Consultant will be compensated for basic services based on a fixed fee of Thirty-Four Thousand dollars (\$34,000.00).

If the County chooses to have Durrant do less work than what is described above, our fee will be reduced accordingly. As an example, if the County only wants two design options studied instead of three as outlined in Item No. 5 above, the total cost for Basic Services would be reduced to \$29,000.00.

Additional services beyond those described in the Scope of Basic Services, if requested by the County, will be charged at the following rates:

<u>Professional Staff</u>	<u>Hourly Rate</u>
Managing Principal	\$ 180
Principal	\$ 160
Engineer	\$ 130
Architect	\$ 110
Designer	\$ 90
Technician	\$ 60
Administrative	\$ 50

Reimbursable Expenses

Reimbursable expenses will be billed to you at our cost in addition to the basic services fee noted above. These expenses include but are not limited to the following:

- Once the actual number of meetings is established, Durrant will give the County a not to exceed maximum figure for reimbursable expenses related to this study. We anticipate that it will not exceed \$4,000.00.
- Expense of transportation in connection with the project at the current IRS rate per mile for auto; lodging and per diem expenses in connection with out-of-town travel; postage and express delivery.
- Expense of reproduction including CD ROMs, photographs and other documents.
- Expense of models, renderings, or computer generated visualizations/animations, beyond those agreed to in the scope of work.



Client's Responsibility

- The Client shall make available to the Consultant full information on the Client's intent with regard to the project requirements.
- The Client will keep the Consultant advised of any changes to the project requirements that may affect the Consultant's work.
- The Client will make available to the Consultant plans, layouts, drawings, reports, etc. of existing building to the extent available.
- The client will pay for material testing if testing is deemed appropriate.
- The client will pay rental costs for special inspection equipment, such as lifts or extension ladders, if needed to conduct the inspection.

Supplementary Additional Services

(To be provided by the Consultant only upon direct authorization by the Client)

- Research and analyze typical inmate population data, jail inmate classification system information, existing diversion programs, and court caseload data. (Work to be completed by an outside consultant, see Outside Consultant paragraph below.)
- Services and/or consultation not specified and/or in excess of those indicated in the Scope of Basic Services.
- Revisions to previously approved drawings and documents.
- Meetings, conferences, and field trips in excess of those included within Basic Services.

Outside Consultants

- When professional consultants outside the Durrant staff are required, their services will be billed to the client at 1.15 times the amount billed to Durrant.

Other Conditions

- **Ownership of Instruments of Service.** All reports, drawings, specifications, computer files, field data, notes and other documents and instruments prepared by the Consultant, as instruments of service shall remain the property of the Consultant. The Consultant shall retain all common law, statutory and other reserved rights, including the copyright thereto.
- **ADA.** The Consultant does not warrant this project to be in compliance with the Americans with Disabilities Act (ADA) of 1990 as published in the Federal Register, June 1990. The ADA is a civil rights act and is subject to legal interpretation through the judicial process. The Consultant has exercised his/her best judgment in interpreting the published guidelines, but cannot warranty compliance.



- **Limitation of Liability.** Neither the Architect (Engineer or Construction Manager), the Architect's (Engineer or Construction Manager) consultants, nor their agents or employees shall be jointly, severally or individually liable to the Owner in excess of the compensation (or a specific amount that is less than the current policy amount) paid pursuant to this Agreement by reason of any act or omission including breach of contract or negligence not amounting to a willful or intentional wrong.
- **Attorneys' Fees.** In the event of any litigation arising from or related to this Agreement or the services provided under this Agreement, the prevailing party shall be entitled to recover from the nonprevailing party all reasonable costs incurred, including staff time, court costs, attorneys' fees and all other related expenses in such litigation.
- **Mediation.** In an effort to resolve any conflicts that arise during the design and construction of the project or following the completion of the project, the Client and the Consultant agree that all disputes between them arising out of or relating to this Agreement or the project shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

The Client and the Consultant further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between the parties to all those agreements.

- **Definition of "Hazardous Materials."** As used in this Agreement, the term *hazardous materials* shall mean any substances, including but not limited to asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the project site.
- **Hazardous Materials—Suspension of Services.** Both parties acknowledge that the Consultant's scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event the Consultant or any other party encounters any hazardous or toxic materials, or should it become known to the Consultant that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of the Consultant's services, the Consultant may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the Client retains appropriate consultants or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations.
- **Hazardous Materials Indemnity.** The Client agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, partners, employees and consultants (collectively, Consultant) from and against any and all claims, suits, demands, liabilities,



losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action, except for the sole negligence or willful misconduct of the Consultant.

- **Waiver of Claims for Hazardous Materials.** In consideration of the substantial risks to the Consultant in rendering its services in connection with the project due to the presence or suspected presence of hazardous materials at or near the jobsite, the Client agrees to make no claim and hereby waives, to the fullest extent permitted by law, any claim or cause of action of any kind, including but not limited to negligence, breach of contract or warranty, either express or implied, strict liability or any other causes, against the Consultant, its officers, directors, partners, employees or subconsultants (collectively, Consultant), which may arise out of or may in any way be connected to the presence of such hazardous materials. The Client acknowledges that the Consultant is not and shall not be required to be in any way an "arranger," "generator," "operator," or "transporter" of hazardous materials present at or near the project site, as these terms are defined in applicable federal or state statutes.
- **Jobsite Safety.** Neither the professional activities of the Consultant, nor the presence of the Consultant or its employees and subconsultants at a construction/project site, shall relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. The Consultant and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Client agrees that the General Contractor shall be solely responsible for jobsite safety, and warrants that this intent shall be carried out in the Client's contract with the General Contractor. The Client also agrees that the Client, the Consultant and the Consultant's subconsultants shall be indemnified by the General Contractor and shall be made additional insureds under the General Contractor's policies of general liability insurance.
- The terms and conditions set forth in this Agreement shall be in effect for a period not to exceed six (6) calendar months from the date of acceptance. In the event that terms and conditions of this Agreement have not been completed in that time, the terms of this Agreement shall become negotiable by both parties.
- Liability insurance in the amount of \$2 million per occurrence, \$2 million aggregate is in force.
- The parties agree that there shall be no assignment of this contract unless mutually agreed upon in writing.



Champaign County

June 3, 2005

Page 6 of 6

- This Agreement may be terminated by either party upon seven (7) days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. The Consultant shall be due compensation and reimbursable expenses up to date of notification of termination. The laws of the States of Wisconsin and Iowa shall govern this Agreement.

Payment

- Payments shall be made to Durrant and are due and payable 10 days from the date of the invoice. Accounts for which full payment is not received within 25 days of invoice date shall be assessed a service charge and additional charges every 25 days thereafter at 12% APR or 1% above prime rate of American Trust & Savings Bank, Dubuque, Iowa, whichever is lower, until remitted in full.

Please let us know if you would like additional information or clarification of this proposal. If you are in agreement and wish to authorize us to proceed with the project as delineated herein, please sign and return one copy to our office.

We sincerely appreciate your consideration of our firm, and look forward to helping you with this challenging and important project.

ACCEPTANCE SIGNATURES

The Durrant Group, Inc.

Champaign County

Signature

Thomas F. Flickinger, PE, CSI
Name

Managing Principal
Title

June 3, 2005
Date

Signature

Name

Title

Date

cc: Accounting
Jan David Horsfall, Durrant
Steve Nolan, Durrant

CHAMPAIGN COUNTY, ILLINOIS
JAIL FACILITY NEEDS PLANNING
Tasks & Budget Estimate MENU

6/6/2005
JAIL

Fees include allowance for presentation time, expenses, and report printing (15

Needs Assessment	TOTAL HOURS	FEEES
<p>A Projection of Future Adult Jail Population</p> <ol style="list-style-type: none"> 1 Gather data and profile Inmate Populations (ADP, peaks, classifications, bookings, etc.). Create overall <u>projections</u> of trends to the Years 2010, 2015, 2020, and <u>2025</u>. Integrate projections from <u>law enforcement</u> (arrests) and <u>courts</u> (caseload) to test impact on trend lines and to anticipate possible law enforcement growth. Integrate <u>demographic</u> projections from regional planning and state for impacts on the projected trend lines. Compare incarceration rates to <u>comparable jurisdictions</u>. 2 Do <u>projections of sub-group growth patterns and peak counts</u> (adult-juvenile, male-female, secure-work release, special needs-typical, high security-low, etc.) for more specific space needs and capacity analysis (cost-affecting factors of occupancy, density, surveillance style, etc.). 	80	\$8,400
<p>B Criminal Justice System Impacts on Projections</p> <ol style="list-style-type: none"> 1 Interview local criminal justice officials (judges, states attorney, sheriff, police, probation, clerk, public defender, etc.) regarding the potential for, and impact of, alternatives to incarceration, system efficiencies, and state laws on the size of the projected detention/incarceration population. Identify factors that could increase the incarceration rate as well as <u>reduce it</u>. 2 Conduct necessary <u>follow-up</u> data work and <u>adjust</u> jail bed needs Projections per impact of anticipated alternatives to Incarceration, improvements in system efficiencies, state law changes & general community trends. 	80	\$8,400
<p>C1 General Assessment of Facility Needs and Options</p> <ol style="list-style-type: none"> 1 Generally discuss and evaluate facility needs for sheriff's and jail space downtown and at the satellite facility. Do simple conceptualizations of gross space and parking needs per three basic options: a.) expand jail capacity at satellite, b.) consolidate all jail functions at expanded satellite, and c.) move all jail and sheriff's functions to satellite site (assumes that floor plan and site information is readily available and <u>need not be originally created</u>). 2 Provide general analysis and ballpark construction cost estimate of various options (these concepts would be very general so significant follow-up planning should precede any final facility decisions). 	40	\$4,200

<p>C2 Detail Assessment of Facility Needs and Options <i>(in lieu of C1. above)</i></p> <ol style="list-style-type: none"> 1 <u>Technical Facility Evaluation</u> (function, security, staff efficiency, ADA, code compliance, expandability, etc.). <i>Work with previous reports in conducting evaluations, including those done by K&A.</i> 2 <u>Problem Identification</u> Exercise with Users (to identify operational, staffing and facility detail issues that must be addressed in future facilities but otherwise might be missed -- an important point of county and <u>public</u> information). 3 Establish long-term <u>Functional & Operational</u> Requirements including re-establishing jail classification and surveillance concepts and identifying jail and sheriff's component needs (video conferencing, intake, food service, visiting, programs, housing, storage, maintenance, control, court movement, health care, laundry, staff support, patrol, investigations, evidence, training, staff support, etc.). 4 Provide preliminary <u>Space Needs</u> Estimates per selected points in time: 2015, 2020, 2025. 5 Develop facility and parking options and concepts and present graphically (2-D and 3-D). Basic options include: a.) expand jail capacity at satellite, b.) consolidate all jail functions at expanded satellite, and c.) move all jail and sheriff's functions to satellite site. 6 Estimate <u>Project Costs</u> of Options (construction & other project-related costs like fees, furniture, site acquisition, utilities, etc.). 7 Establish <u>Staff Efficiency</u> of Options. 8 Estimate, and comparison of, <u>Life Cycle Costs</u> per option to include operational costs as they inflate over time and project costs per a specific financing schedule. 9 <u>Assessment</u> of the options per costs, effectiveness, expandability and impact on related functions (courts, county government) and on broad community concerns (neighborhood, land use plans, flood plains). 	224	\$23,520
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Hourly Rate (2005) \$105

TOTAL WITH C1 Approach (A+B+C1) =	\$21,000
TOTAL WITH C2 Approach (A+B+C2) =	\$40,320

KIMME & Associates, Inc. 510 S. Staley Road, Suite C, Champaign, IL 61822

Teresa Schlein

From: Fred Moyer [fred@moyerassociates.com]
Sent: Tuesday, June 07, 2005 3:27 PM
To: Teresa Schlein
Subject: Fwd: Sheriff's Facilities Needs Assessment

Attachments: MAI Firm description.pdf



MAI Firm
escription.pdf (51 K)

-----Original Message-----

From: "Fred Moyer" <fred@moyerassociates.com>
To: Captain Jim Young <jyoung@co.champaign.il.us>
Cc: <tfcheinz@co.champaign.il.us>
Date: Tue, 07 Jun 2005 15:15:53 -0500
Subject: Sheriff's Facilities Needs Assessment

Captain Young:

We appreciate the opportunity to be considered for consulting services to Champaign County. And we would ask that the following quotation of costs for a Needs Assessment Study be considered to be preliminary in nature.

As you will appreciate, the total cost will be the result of the scope of the tasks that are needed and the amount of time needed for their completion. At this juncture, we have not had the chance to sit down with Sheriff's Department representatives and develop this scope jointly.

Accordingly, a number of assumptions have produced the cost estimate below. It may be found, for example, that various data that we have assumed will need to be collected can instead be supplied to us, resulting in a reduction of our costs.

We would welcome the opportunity, without cost or obligation to the County, to have such a work session.

The team that is proposed for this study is lead by Moyer Associates Inc. as the prime Consultant. Subconsultant services in prisoner population data analysis and bedspace projections are proposed to be performed by Bobbie Huskey, a nationally recognized expert in this area and past President of the American Correctional Association. Space Programming and Development of facility Master Plan Options, including the three scenarios that you described to me, are proposed to be developed by Moyer Associates Inc., with facility cost estimating consulting provided by Isaksen-Glerum of Urbana.

With this background, and based upon an assumed but yet to be verified scope and intensity of effort, we estimate the cost of system data collection, on-site interviews, historical trend analysis, data analysis, 15-20 year prisoner population projections, analysis of alternatives to incarceration impacts, and system modelling to be in the range of \$30,000 to \$37,000.

Space Programming for the Sheriff's Department Administrative facilities and for Jail and related support components would follow. The next step, with the completion of a comprehensive functional and space program, would be the development and comparison of Master Plan Options, including block space planning, circulation analysis, adjacency needs, phasing requirements, preliminary schematic design, and site planning. Preliminary cost estimates would be prepared for each option, together with the application of evaluation criteria to produce a ranking and recommendation. The cost for all services included in this phase is estimated to be \$32,000 to \$40,000.

Given the opportunity to review together the County's goals and desired outcomes, and the tasks which foresee to be required to meet these, we will be able to prepare a detailed

workplan and proposed final study cost.

Attached is a brief description of Moyer Associates Inc. More extensive materials can be provided.

Fred Moyer

Moyer Associates Inc.
847-559-8500 ext. 23(O)
847-924-0727 (M)
email: fred@moyerassociates.com
website: www.moyerassociates.com

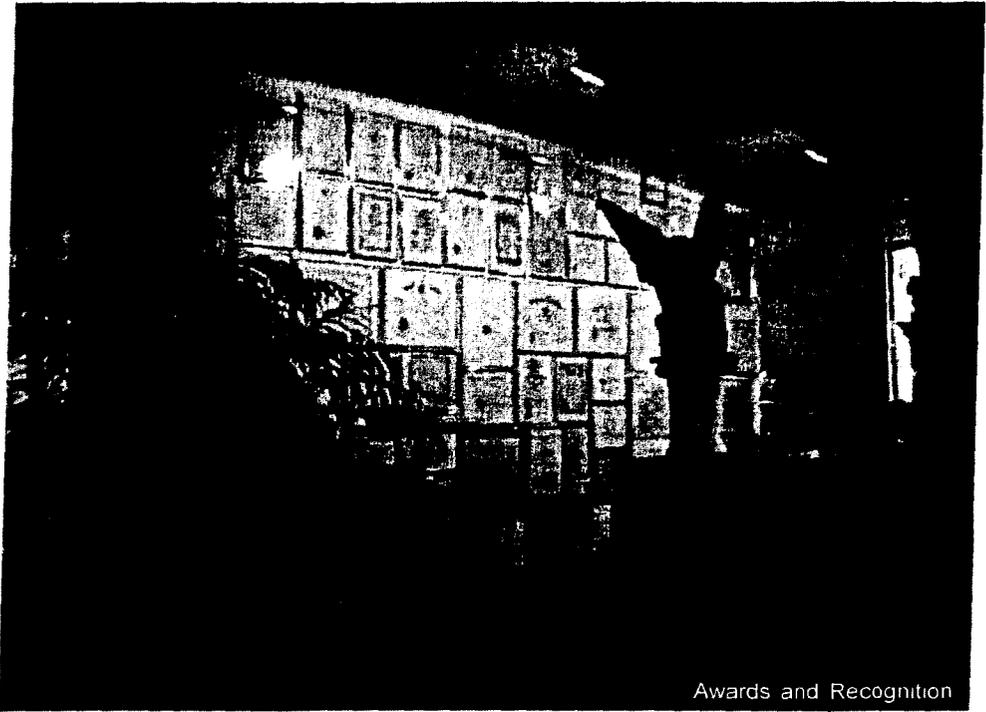
Moyer Associates Incorporated

Moyer Associates Incorporated is a professional organization engaged exclusively in the planning and design of facilities for state, county and local government. These activities include programming to determine facility needs as well as all phases of architectural services. Facilities planned and designed include single use structures as well as multiuse public safety complexes.

Headquartered in Northbrook, Illinois, offices are established in other locations through professional affiliations. The philosophy which guides the delivery of professional services calls for an intensive on-site working schedule. This brings local decision-makers into close collaboration with the entire professional team, better defining needs and solutions. Consequently, Moyer Associates staff are accustomed to conducting critical project activities at the project location.



Needs Assessment Studies



Awards and Recognition

Founded in 1977, Moyer Associates represents a unique combination of architectural and planning skills applied to the area of public safety and criminal justice. Interdisciplinary teams are dedicated to each project and utilize a collaborative planning process with the client. Principal staff are drawn from the former National Clearinghouse for Criminal Justice Planning and Architecture which, under the founding direction of Frederic Moyer, played a seminal role in the development of national guidelines for police, courts and correctional facilities.

The close interplay of planning and architecture which characterized the work of the National Clearinghouse is strongly evident in the planning and design philosophy of Moyer Associates. Utilizing an in-depth familiarity with professional standards for public safety facilities, staff address the complex legal, programmatic, security and economic issues of this specialized architecture.

Frederic D. Moyer, FAIA, President, is an internationally recognized expert, lecturer and author in public safety and criminal justice architecture and planning. A former Professor of Architecture at the University of Illinois, he was the founder and first director of the National Clearinghouse for Criminal Justice Planning and Architecture. He participated in the development of nationally recognized standards for police, courts and correctional facilities planning and design. Included are those issued by the American Correctional Association, the National Center for State Courts, the International Association of Chiefs of Police, the National Sheriff's Association, the U.S. Department of Justice and the United Nations. He has also testified before Congress and been consulted by the White House in the development of the national policy towards criminal justice planning and architecture.

COUNTY: Champaign

TWP. 19N. RANGE 9E. SEC. 16

Easement No.: 05-009

Undertaking No.: 5559838

SBC EASEMENT

For good and valuable considerations, the receipt whereof is hereby acknowledged, the undersigned (Grantors) hereby warrant, grant and convey to Illinois Bell Telephone Company d.b.a. SBC Illinois, an Illinois Corporation, and its affiliates and licensees, successors, and assigns (collectively "Grantees") an easement in, upon, under, over, and/or across the Easement Area (described below), for the purposes of and in order to construct, reconstruct, modify, supplement, maintain, operate and/or remove facilities for the transmission of signals used in the provision of communication, video and/or information services, and/or any other services or uses for which such facilities may be used including equipment cabinets or enclosures and support posts or pads, subsurface cables or wires, pedestals or other above ground cable or wire enclosures, marker posts and signs, and other related or useful equipment, fixtures, appurtenance's and facilities, together with the right to have commercial electrical service extended across the Easement Area of the Property (described below) to provide service to such facilities and the right of ingress and egress across the Easement Area for the purpose of access to and use of the easement granted herein.

The Property is described as follows:

A tract of land being part of the Northeast Quarter of Section 16, Township 19 North, Range 9 East of the Third Principal Meridian, Champaign County, Illinois.

The Easement Area is legally described as follows:

Legally described and specifically shown on attached Exhibit "A"

(Acknowledgment attached hereto and made a part hereof)

The Grantor represents and warrants to the Grantee that Grantor is the true and lawful owner of the property and has full right and power to grant and convey the rights conveyed herein.

Grantee hereby agrees to restore all property disturbed by its activities in use of the easement to the condition existing prior to the disturbance.

The Grantor shall not construct improvements in the Easement Area or change the grade of the Easement Area without the consent of the Grantee.

Grantee shall have the right to remove or trim trees and brush in the Easement Area as is necessary to exercise the rights conveyed herein.

This Easement is binding upon and shall inure to the benefit of the heirs, successors, assigns, and licensees of the parties hereto.

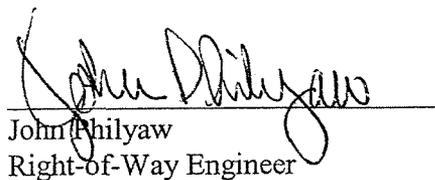
GRANTOR:

ATTEST:

(Date)

(Date)

ACCEPTED: SBC ILLINOIS


John Philyaw
Right-of-Way Engineer

Prepared by and return to:
JOHN R. PHILYAW
SBC Illinois
2315 N. Knoxville Ave
Peoria, IL 61604

ACKNOWLEDGMENT

STATE OF ILLINOIS

COUNTY OF _____

I, _____ a Notary Public in and for the county and state aforesaid, DO HEREBY CERTIFY THAT _____ and _____, personally known to be the persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they signed, sealed and delivered the said instrument as their free and voluntary act for the uses and purposes therein set forth.

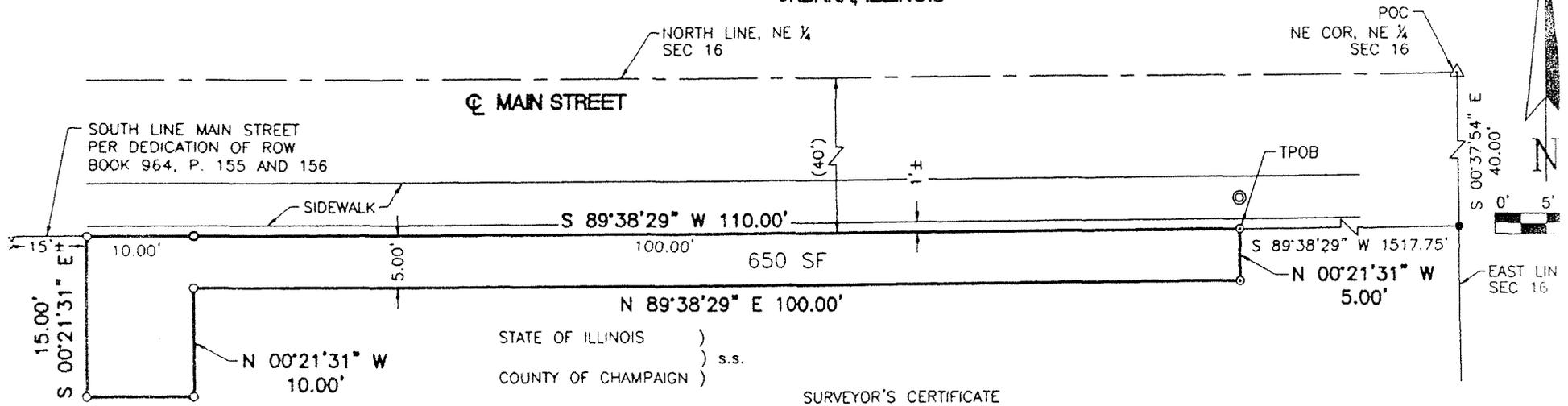
Given under my hand and notarial seal, this _____ day of _____ A.D. 2005.

My Commission Expires:
(SEAL)

Notary Public

EXHIBIT "A"

PROGRESSIVE COMMUNICATION SERVICES, INC SBC TELEPHONE COMPANY CHAMPAIGN COUNTY NURSING HOME EASEMENT URBANA, ILLINOIS



STATE OF ILLINOIS)
) s.s.
COUNTY OF CHAMPAIGN)

SURVEYOR'S CERTIFICATE

I, David P. Phillippe, being Illinois Professional Land Surveyor Number 2591, do hereby certify that at the request of Progressive Communications Services, Inc. I have caused a survey to be made and a Plat to be drawn under my direct supervision of the following described tract of land:

A tract of land being part of the Northeast Quarter of Section 16, Township 19 North, Range 9 East of the Third Principal Meridian, Champaign County, Illinois, with bearings on a local datum, described as follows:

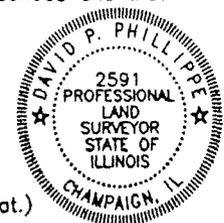
Commencing at a brass disk at the Northeast corner on said Northeast Quarter of Section 16, proceed South 0° 37' 54" East along the East line of said Northeast Quarter, 40.00 feet to an iron pin on the South Right-of-Way line of Main Street, Urbana, Illinois per dedication recorded in Book 964, Page 155 and 156 in the Champaign County Recorder's Office; thence South 89° 38' 29" West along said South Right-of-Way line, 1517.75 feet to a PK nail at the True Point of Beginning; thence continue South 89° 38' 29" West along said South Right-of-Way line, 110.00 feet to an iron pin; thence South 0° 21' 31" East, 15.00 feet to an iron pin; thence North 89° 38' 29" East, 10.00 feet to an iron pin; thence North 0° 21' 31" West, 10.00 feet to an iron pin; thence North 89° 38' 29" East, 100.00 feet to a PK nail; thence North 0° 21' 31" West, 5.00 feet to said PK nail at the True Point of Beginning, encompassing 650 square feet more or less.

- Set 1/2"x30" iron rod w cap "HDC FIRM #3223
- ⊙ Set PK nail
- Found iron monument
- △ Found brass disk
- ⊘ Existing utility pole
- ⊙ Existing telephone marker
- Boundary of tract surveyed

I further certify that I have surveyed the tract of land above described and that the hereon drawn plat is a true representation thereof.

Signed and sealed this 18th day of May, 2005.

David P. Phillippe
David P. Phillippe
Illinois Professional Land Surveyor No. 2591
License Expires 11/30/06

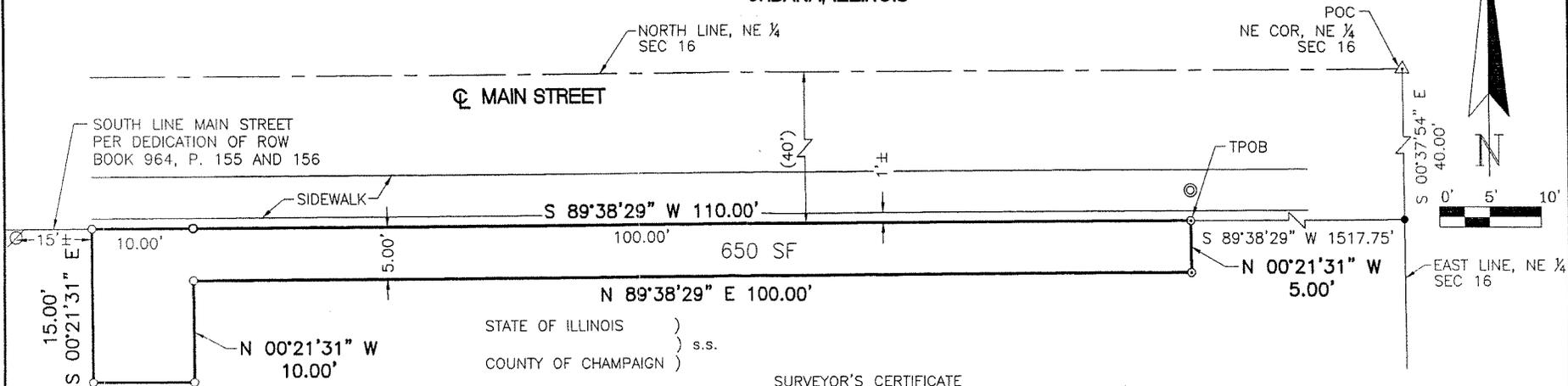


Job #05201
Drawn By: BDB Date: 5/18/05
HDC
ENGINEERING
Professional Design Firm License No. 184-0 Expires: 4/30
201 West Springfield, St.
Champaign, Illinois 6182
Phone No. 217-352-65

- SURVEYOR'S NOTES**
- Field work was completed for this project on May 17, 2005.
 - This professional service conforms to the current Illinois Minimum Standards for a Boundary Survey.
 - I set or found the corner monuments as shown on the Plat.
 - There has been no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence or any other facts which an accurate and current title search may disclose. There may exist other documents of record which would affect this parcel.
 - Subsurface and environmental conditions were not examined or considered as a part of this survey.
 - This tract of land is located in Zone "C" on the Special Flood Hazard Area identified for the City of Urbana, Illinois by the Federal Emergency Management Agency on the Flood Insurance Rate Map, Panel Number 170035 0005 B, dated January 16, 1981.

(Survey is valid only with an original signature of surveyor on Plat.)

**PROGRESSIVE COMMUNICATION SERVICES, INC
SBC TELEPHONE COMPANY
CHAMPAIGN COUNTY NURSING HOME EASEMENT
URBANA, ILLINOIS**



STATE OF ILLINOIS)
COUNTY OF CHAMPAIGN) s.s.

SURVEYOR'S CERTIFICATE

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Commencing at a brass disk at the Northeast corner on said Northeast Quarter of Section 16, proceed South 0° 37' 54" East along the East line of said Northeast Quarter, 40.00 feet to an iron pin on the South Right-of-Way line of Main Street, Urbana, Illinois per dedication recorded in Book 964, Page 155 and 156 in the Champaign County Recorder's Office; thence South 89° 38' 29" West along said South Right-of-Way line, 1517.75 feet to a PK nail at the True Point of Beginning; thence continue South 89° 38' 29" West along said South Right-of-Way line, 110.00 feet to an iron pin; thence South 0° 21' 31" East, 15.00 feet to an iron pin; thence North 89° 38' 29" East, 10.00 feet to an iron pin; thence North 0° 21' 31" West, 10.00 feet to an iron pin; thence North 89° 38' 29" East, 100.00 feet to a PK nail; thence North 0° 21' 31" West, 5.00 feet to said PK nail at the True Point of Beginning, encompassing 650 square feet more or less.

- Set ½"x30" iron rod w/plastic cap "HDC FIRM #3223"
- ⊙ Set PK nail
- Found iron monument
- △ Found brass disk
- ⊘ Existing utility pole
- ⊙ Existing telephone manhole
- Boundary of tract surveyed

I further certify that I have surveyed the tract of land above described and that the hereon drawn plat is a true representation thereof.

Signed and sealed this 18th day of May, 2005.

David P. Phillippe
Illinois Professional Land Surveyor No. 2591
License Expires 11/30/06
(Survey is valid only with an original signature of surveyor on Plat.)



Job # 05201
Drawn By: BDB Date: 5/18/05
HDC ENGINEERING
Professional Design Firm License No. 184-003223
Expires: 4/30/2007
201 West Springfield, Suite 300,
Champaign, Illinois 61824-0140
Phone No. 217-352-6976

SURVEYOR'S NOTES

1. Field work was completed for this project on May 17, 2005.
2. This professional service conforms to the current Illinois Minimum Standards for a Boundary Survey.
3. I set or found the corner monuments as shown on the Plat.
4. There has been no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence or any other facts which an accurate and current title search may disclose. There may exist other documents of record which would affect this parcel.
5. Subsurface and environmental conditions were not examined or considered as a part of this survey.
6. This tract of land is located in Zone "C" on the Special Flood Hazard Area identified for the City of Urbana, Illinois by the Federal Emergency Management Agency on the Flood Insurance Rate Map, Panel Number 170035 0005 B, dated January 16, 1981.

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