



**CHAMPAIGN COUNTY BOARD
FACILITIES COMMITTEE AGENDA**

County of Champaign, Urbana, Illinois

Tuesday March 5, 2019 -6:30 pm

Lyle Shields Meeting Room

Brookens Administrative Center, 1776 E. Washington St., Urbana IL 61802

Committee Members:

Stan Harper – Chair

Steve Summer – Vice-Chair

Mike Ingram

Jon Rector

Leah Taylor

James Tinsley

Jodi Wolken

Charles Young

Facility Tour: METCAD/EMA Building Tour. Our tour begins at METCAD/EMA Building located at 1905 E. Main Street, Urbana IL, 61802 at 5:30pm. Please be ready and in the METCAD lobby by 5:25pm. Facilities Committee meeting will be held at 6:30 pm at the Brookens' Lyle Shields Meeting Room following the tour of the METCAD/EMA Building.

- I. Call to Order and Roll Call
- II. Approval of Agenda/Addenda
- III. Approval of Minutes – February 5, 2019 1 - 2
- IV. Public Participation
- V. Communications
- VI. New Business
 - A. Update on ITB#2019-001 Art Bartell Road – Sidewalk Project
 - B. Update on ITB# 2019-002 JDC Roof Replacement Project Proposed Schedule (attached) 3
 - C. Update on Courthouse Colum Base Supports
 - D. Update on Brookens POD #100 Roof Replacement Project
- VII. Other Business
 - A. Semi-annual Review of CLOSED Session Minutes
- VIII. Presiding Officer's Report
 - A. Future Meeting-Tuesday April 2, 2019
- IX. Designation of Items to be Placed on the Consent Agenda
- X. Adjournment

All meetings are at Brookens Administrative Center – 1776 E Washington Street in Urbana – unless otherwise noted. To enter Brookens after 4:30 p.m., enter at the north (rear) entrance located off Lierman Avenue.

Champaign County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities. Please contact Administrative Services, 217-384-3776, as soon as possible but no later than 48 hours before the scheduled meeting.



**Champaign County Board
Facilities Committee
County of Champaign, Urbana, Illinois**

MINUTES – SUBJECT TO REVIEW AND APPROVAL

DATE: Tuesday February 5, 2019
TIME: 6:30 p.m.
PLACE: Satellite Jail and Downtown Jail
502 S. Lierman, Urbana, IL 61802
204 E. Main St, Urbana, IL 61802

Committee Members

Present: Mike Ingram, Jon Rector, Steve Summers, Leah Taylor, James Tinsley, Jodi Wolken, Stan Harper
Absent: Charles Young

County Staff: Dana Brenner (Facilities Director) Ashley Peete (Recording Secretary)

Others Present: Giraldo Rosales (County Board Chair) Dustin Heuerman (Champaign County Sheriff)

MINUTES

I. Call to Order and Roll Call

Committee Chair Stan Harper called the meeting to order at 8:52 p.m.

II. Approval of Agenda/Addenda

III. Approval of Minutes-November 7, 2018

MOVED by Mr. Rector to approve the agenda; seconded by Ms. Taylor. Upon vote, the **Motion Carried Unanimously.**

IV. Public Participation

None

V. Communications

Mr. Brenner stated that a recorder would be used.

VI. New Business

A. Approval of Contract ITB#2019-001 Art Bartell Sidewalk Project

Mr. Brenner reviewed the bid tabulations for this project. There were 9 total bids for the sidewalk project. After consideration of all bids, Mr. Brenner suggested that Scanlon's bid should be accepted. Mr. Brenner stated that Scanlon felt very confident in their bid to be able to deliver the specifications and build the sidewalk. Scanlon provided documentation to show that they have worked with and they are in good standing with IDOT. The deadline for this project to be completed is June 28, 2019. **Motion** by Mr. Rector to approve Scanlon for the Art Bartell Sidewalk Project; seconded by Ms. Wolken. Upon vote, the **Motion Carried Unanimously.**

B. Approval of Bailey Edward Contract to provide design/bid documents for the JDC Roof Replacement Project

Moved by Mr. Summers to approve the contract for JDC Roof Replacement Project; seconded by Mr. Tinsley. Mr. Brenner stated that the roof project is part of the 2019 capital projects. The roof is not in good shape at this time. Mr. Brenner stated that the roof has exceeded its life expectancy. Mr. Brenner reviewed attachments of Bailey Edward's contract for the JDC Roof Replacement. Upon Vote, the **Motion Carried Unanimously.**

C. 10-Year Capital Asset Plan Updated 10/2/2018

Mr. Brenner reviewed the 10-year asset plan. The Art Bartell sidewalk and the JDC Roof Replacement was included in this plan. If there are any questions or concerns, Mr. Brenner welcomed phone calls to have questions answered.

D. Video Security System at the Courthouse

Mr. Brenner reviewed attachment detailing the issue with the security system at the Champaign County Courthouse. Mr. Brenner suggests options for new video security. Mr. Brenner suggested that funding for any upgrade to the video security system come from the courthouse construction fund.

VII. Other Business

Next Meeting will be March 5, 2019

VIII. Presiding Officer's Report

None

IX. Designation of Items to be placed on the Consent Agenda

None

X. Adjournment

Meeting was adjourned at 9:25 pm.

***Please note the minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*

**Champaign County
Capital Asset Project**

**JDC – Roof Replacement Project
ITB #2019-02**

**Proposed Project Schedule
02/25/2019**

Tuesday, February 5, 2019	Facilities Committee approval of Bailey Edward Proposal for Project Design and Bid Documents
Tuesday, February 21, 2019	County Board approval of Bailey Edward Contract for Project Design and Bid Documents
February 2019 thru March 2019	Bailey Edward to Design JDC Roof Replacement Project and create Bid Documents
April 3, 2019	Present draft bid documents to Facilities Committee for approval
Thursday, April 4, 2019	Advertise and Post Bid
Tuesday, April 23, 2019, @ 2:00pm	Vendor Pre-Bid Meeting – Brookens Administrative Center, 1776 E. Washington St., Urbana, Illinois 61802 – Lyle Shields Meeting Room
Thursday, April 25, 2019, 12:00noon	Deadline for submission of questions and clarifications
Tuesday, April 30, 2019	Bailey Edward responds to submitted questions or clarifications.
Thursday, May 2, 2019, @ 2:00pm	Bid Opening – Brookens Administrative Center, 1776 E. Washington St., Urbana, Illinois 61802 – Lyle Shields Meeting Room
Tuesday, May 7, 2019	Present to the Facilities Committee for bid award approval
Thursday, May 23, 2019	Present to County Board for bid award approval
Tuesday, May 28, 2019	Finalize and sign agreement with successful low bidder. Successful low bidder submits “A & E Shop Drawings” to Bailey Edward for approval.
Monday, June 6, 2019	Bailey Edward will notify low bidder about A & E Submittals by Monday, June 6, 2019. Upon approval, low bidder shall order all materials necessary for this project.
June 2019 thru July 2019	Contractor to mobilize/stage equipment and begin project – all materials for project must be on-site or available daily as needed during this project.
Friday, August 30, 2019	Substantial Completion of Project
Monday, Sept. 3, 2019	Publish Punch List
Friday, Sept. 20 2019	Complete Punch List and Project