



**CHAMPAIGN COUNTY BOARD
FACILITIES COMMITTEE AGENDA
County of Champaign, Urbana, Illinois**

Tuesday, January 7, 2020 at 6:30
Lyle Shields Meeting Room
Brookens Administrative Center
1776 E. Washington St., Urbana, IL 61802

Committee Members:

Stan Harper – Chair	Leah Taylor
Steve Summers – Vice Chair	James Tinsley
Mike Ingram	Jodi Wolken
Jon Rector	Charles Young

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I. Call to Order and Roll Call	
II. Approval of Agenda/Addenda	
III. Approval of Minutes – December 3, 2019	1-3
IV. Public Participation	
V. Communications	
VI. New Business	
A. Approval of Contract for ITB#2020-001 METCAD HVAC Replacement Project	
i. Bid Tabulation (Handout)	
ii. GHR Engineering Recommendation (Handout)	
B. Update on ITB#2020-002 Courthouse & JDC Video Security System Replacement Project	
i. Updated Project Schedule (attached)	4
C. Update on ITB#2019-002 JDC Roof Replacement Project	
D. Update on ITB#2019-004 Brookens POD 100 Roof Replacement Project	
VII. Other Business	
VIII. Presiding Officer's Report	
A. Future Meeting – Tuesday, February 4, 2020 @ 6:30pm	
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.

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

MINUTES – SUBJECT TO REVIEW AND APPROVAL

DATE: Tuesday December 3, 2019
TIME: 6:31 p.m.
PLACE: Lyle Shields Meeting Room
Brookens Administrative Center, 1776 E. Washington St., Urbana IL 61802

Committee Members

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

Absent: None

County Staff: Dana Brenner (Facilities Director), Dan Busey (Recording Secretary)

Others Present: None

MINUTES

I. Call to Order and Roll Call

Committee Chair Stan Harper called the meeting to order at 6:31 p.m.

II. Approval of Agenda/Addenda

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

III. Approval of Minutes – November 5, 2019

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

IV. Public Participation

Rohn Koester addressed the board regarding Jail Cash Bond reduction and the demographics of the current Champaign County Jail population.

V. Communications

None.

VI. New Business

A. Approval of Authorization for ITB#2020-001 METCAD HVAC Replacement Project Bid Document

Mr. Brenner explained the details of the METCAD HVAC Replacement Project, which is estimated to cost around \$670,000. METCAD has been involved in the process so that it can be tailored to their needs and how the project will benefit their servers, call center, and equipment. With Board approval it would be bid out the following day, bids would then be opened on the thirty first of December and then brought back to the Facilities Committee in early January. If then approved by

the full County Board, the project is projected to be completed around May of 2020. **Motion** by Mr. Summers to approve the METCAD HVAC Replacement Project Bid Document; seconded by Mr. Ingram. Upon vote, the **Motion Carried Unanimously.**

B. Approval of Authorization for ITB#2020-002 Courthouse and JDC Video Security System Replacement Project Bid Document

Mr. Brenner informed the Committee that the upgrade to the Courthouse Video Surveillance System would be roughly \$275,000 and that JDC would be a slightly higher cost due to the access control portion and voice monitoring through Master Control. The project will eliminate all blind spots in both locations that cause problems for staff members. Sherriff Staff and the Sherriff as well as JDC Superintendent and JDC Staff have been involved with the process to ensure that it meets their needs. Discussion followed. **Motion** by Ms. Taylor to approve the Courthouse and JDC Video Security System Replacement Project Bid Document; seconded by Mr. Ingram. Upon vote, the **Motion Carried Unanimously.**

C. Update on ITB#2019-002 JDC Roof Replacement Project

Mr. Brenner delivered an update on the JDC Roof Replacement Project. Informing the Committee that the west side of the building and the garage are being capped, which is the last step. The final deadline for completion being the 18th of December. A walk through with the provider of the EPDM rubber has been scheduled and the final warranty for the project will be created at that time as well.

D. Update on ITB#2019-004 Brookens POD 100 Roof Replacement Project

Mr. Brenner informed the Committee of the progress of the POD 100 Roof Replacement Project. The roof is complete and Advanced Commercial Roofing is currently finishing the edging around the facility. Depending on the weather the project should be complete within a day to a day and a half. Just as with the JDC roof the EPDM provider has been scheduled and the final warranty for the project will be created at that time as well.

VII. Other Business

Mr. Rector inquired about the status of the Champaign County Nursing Home sign still being in place at the drive of the University Rehabilitation Center. Mr. Brenner explained that he will be meeting this week with the company that will be making the changes to the signage and that he will have a better understanding of when it will be changed at that time, and if it will take much longer then a temporary sign may be mandated. Mr. Summers stated, that based on the amount of pages on the handout, that perhaps in the future such lengthy information be only available online unless requested by a Board Member as to not waste County money and paper. Discussion followed. Mr. Ingram inquired about the statistical information regarding how much space is used at the Juvenile Detention Center. Mr. Brenner gave information about the capacity population and the various functions of the facility, how it is used on a daily basis, and advised if there are further questions to feel free and contact Mike Williams or Keith Willis.

VIII. Presiding Officer's Report

A. Future Meeting – Tuesday, January 7, 2020

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

None.

X. Adjournment

Meeting was adjourned at 6:59 p.m.

*****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**

**Courthouse & JDC Video Security System Project
ITB#2020-002**

**Project Schedule
Updated 12/26/2019**

August 2019 – December 2019	GHR Engineering to develop specifications & written documentation for the bid document
Tuesday, December 3, 2018	Present draft bid document to the Facilities Committee for approval
Wednesday, December 4, 2019	Advertise and Post Bid
Wednesday, December 18, 2019, 2:00pm	Vendor Pre-Bid Meeting – Brookens Administrative Center, 1776 E. Washington St., Urbana, Illinois 61802 – Lyle Shields Meeting Room
Wednesday, January 8, 2020	2nd Vendor Pre-Bid Meeting – Brookens Administrative Center, 1776 E. Washington St., Urbana, Illinois 61802 – Lyle Shields Meeting Room
Tuesday, January 21, 2019, 12:00noon	Deadline for submission of questions and clarifications
Thursday, January 23, 2019	GHR Engineering responds to submitted questions or clarifications.
Friday, January 30, 2020, 1:00pm	Bid Opening – Brookens Administrative Center, 1776 E. Washington St., Urbana, Illinois 61802 – Lyle Shields Meeting Room
Tuesday, February 4, 2020	Present to the Facilities Committee for bid award approval
Thursday, February 20, 2020	Present to County Board for bid award approval
Friday, February 28, 2020	Finalize and sign agreement with successful low bidder. Successful low bidder submits “A & E Shop Drawings” to GHR Engineering for approval.
Friday, March 6, 2020	GHR Engineering will notify low bidder about A & E Submittals by Friday, March 6, 2020. Upon approval, low bidder shall order all materials necessary for this project.
May/June 2020	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 7, 2020	Substantial Completion of Project
Friday, August 14, 2020	Publish Punch List
Friday, August 28, 2020	Complete Punch List and Project