



**CHAMPAIGN COUNTY BOARD
FACILITIES COMMITTEE AGENDA**

County of Champaign, Urbana, Illinois

Wednesday, November 4, 2020 at 6:30 via ZOOM
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

Agenda

- I. Call to Order and Roll Call
- II. Approval of Agenda/Addenda
- III. Approval of Minutes – October 6, 2020
- IV. Public Participation
 - Being accepted remotely through zoom – for instructions go to:
<https://us02web.zoom.us/j/89529446627?pwd=YVZ5WDZzMnpxdWVidG1BN1FCWEJLdz09>
- V. Communications
- VI. New Business
 - A. Update on ITB #2020 002 Courthouse & JDC Video Security Replacement Project (attached Meeting Notes from 10/20/2020 and 10/27/2020; Courthouse Punch List 10.20.2020)
 - B. Discussion and Location Approval of Hosting Urbana Honor Roll World War II Plaque (photos attached)
 - C. Discussion and Approval of Updated Capital Asset Plan (Attached)
 - D. Discussion and Approval of Engineering RFQ
 - E. Discussion and Approval of Architectural RFQ
- VII. Other Business
- VIII. Presiding Officer's Report
 - A. Future Meeting – Tuesday, January 5, 2021 @ 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

All meetings are at the Brookens Administrative Center – 1776 E. Washington Street, 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.

You are invited to a Zoom webinar.
When: Nov 4, 2020 06:30 PM Central Time (US and Canada)
Topic: County Facilities Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89529446627?pwd=YVZ5WDZzMnpzdWVidG1BN1FCWEJLdz09>

Passcode: 130177

Or iPhone one-tap :

US: +13126266799,,89529446627# or +16468769923,,89529446627#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592 or +1 346 248 7799 or +1 408 638
0968 or +1 669 900 6833 or +1 253 215 8782

Webinar ID: 895 2944 6627

International numbers available: <https://us02web.zoom.us/u/kGApR51tR>

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

MINUTES – Approved as Distributed

DATE: Tuesday October 6, 2020
TIME: 6:30 p.m.
PLACE: Lyle Shields Meeting Room
Brookens Administrative Center, 1776 E. Washington St., Urbana IL 61802
(ZOOM Meeting)

Committee Members

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

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

Others Present: None

Agenda

- I. Call to Order and Roll Call**
Vice Committee Chair Summers called the meeting to order at 6:30 P.M.

- II. Approval of Agenda/Addenda**
Moved by Mr. Ingram to approve the agenda; seconded by Ms. Taylor. Upon Roll Call Vote, the **Motion Carried Unanimously.**

- III. Approval of Minutes – September 8, 2020**
Moved by Ms. Wolken to approve the agenda; seconded by Mr. Ingram. Upon Roll Call Vote, the **Motion Carried Unanimously.**

- IV. Public Participation**
There was no participation by the public.

- V. Communications**
There were no communications brought before the committee.

- VI. New Business**
 - A. Update on ITB #2020 002 Courthouse & JDC Video Security Replacement Project Mr. Brenner pointed out the attached Meeting Notes from 9/22/2020 and 9/29/2020 Meeting. The new system is in use at both the Courthouse and JDC. The Courthouse has complete video coverage. Master Control work for locks etc. is still being worked on and should be completed in the first/second week of November for the Courthouse and by the end of November for JDC. The corrections staff at the Courthouse and the staff at the Detention Center are reportedly very happy with the results of the project.

 - B. Update on July 11, 2020 Hailstorm damage to County Buildings Roofs and HVAC equipment. Mr. Brenner pointed out the attached Insurance Excel Sheet Listing Roof

Damage Amounts and Excel Sheet Listing HAVAC Damage Amounts. An RFQ, architectural and engineer, need to be done. Mr. Brenner hopes to find a quality company within the county to do the work. Mr. Brenner gave a run down of the locations and the replacement costs of said locations. Mr. Brenner went into detail of the different types of roofs and what type of work they will entail. Mr. Brenner also gave information about the work that will need to be done the HVAC units hit by the hailstorm. Mr. Brenner suggested marrying the insurance funds with Capital Asset Funds to replace the Satellite Jail HVAC units instead of repairing them. This would be to save costs since replacement was forecasted for the next fiscal year anyway. The work will most likely begin next year. Mr. Rector questioned if the buildings that had the most damage would have issued over the winter. Mr. Brenner stated that there are no signs of leaking. Mr. Brenner stated that about seven thousand dollars was spent on GHR Engineering that delivered a document to the insurance agency that was money well spent as it validated the damage to the roofs.

C. Discussion of Hosting Urbana Honor Roll World War II Plaque

Mr. Brenner informed the committee that the wall at Brookens seems to be a great option for the plaque. This would place the plaque directly across from a plaque that honors Champaign County residents that lost their lives in WWII. Mr. Summers, Vice Chair, chose to defer taking this to the full board until Chair Harper is available to put in his input. Mr. Brenner agreed that waiting may be a good idea as it would give more time to get info from Graham Trophies of Urbana, about the repair costs, and it allows Brad Gould, the Veterans Affairs Commissioner, to further research informational history regarding development and funding for both plaques.

D. Discussion and approval of Capital Asset Updated Plan Assumptions and Priorities (attached 2018 Assumptions and Priorities)

Mr. Brenner spoke about the 2018 Assumptions and Priorities suggesting that it be changed slightly. Since the Sheriffs Office and Downtown Jail was not originally included in the plan, Mr. Brenner suggested putting in a place holder for demolition of said building. Mr. Brenner also suggested creating a plan for paint and carpet as a last priority if funds would be available. For Assumptions funding Mr. Brenner suggested creating a plan through 2030 with all County Facilities being included. Mr. Brenner stated that priorities would still be building envelopes, roofs, and exterior skin as a first priority, followed by mechanics, mechanical controls, and emergency building continuation, sidewalks and parking lots, and building interiors. Mr. Brenner asked for the committee to approve him to create this ten-year plan. Mr. Summers asked for the committees' thoughts on approval. Mr. Brenner stated that he would come back with the plan and the committee would approve it to go to the full board. There were no objections to the creation of the plan.

VII. Other Business

None.

VIII. Presiding Officer's Report

A. Future Meeting – Wednesday, November 4, 2020 @ 6:30pm

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

None.

X. Adjournment

The meeting adjourned at 6:55 P.M.

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.

GHR Engineers and Associates, Inc.

Mechanical and Electrical Consulting Engineers

Meeting Notes

October 28, 2020

7257 / 7261

Project Name: Security Camera and Master Control Systems Upgrade
Champaign County Courthouse / Juvenile Detention Center

Meeting Date: October 27, 2020

Meeting Time: 2:00 pm

Meeting Location: Web Meeting

Purpose of Meeting: Weekly Coordination Meeting.

In attendance:

Dana Brenner	CCAS
Zach Roethlisberger	Johnson Controls
Randy Justin	Johnson Controls
Lucas McGill	GHR

Topics discussed

Action by

1. JDC

- a. JCI on site tomorrow to install two cameras installed - had IP issues last week. Exact camera trial to be coordinated with Keith.
- b. OSSI has begun programming of JDC - by end of next week should understand start date of JDC.
- c. Zach to reach out to Hanwha and confirm these replacement cameras were stock product and could be delivered within a week.
- d. JCI is performing the camera install - should reach out to LEM once cameras are installed.

Zach
Roethlisberger

2. Courthouse

- a. Dean and Bryant are at Courthouse - going over inputs / outputs. Will have cut-over strategy in place this week. Anticipates switchover to happen next week.
- b. Still tracking down mounting hardware for intercom at sally port.

- c. Can we just put in a 4-port network "switch" instead of running three additional network connections? LEM to verify. LEM
 - d. JCI is still working with Hanwha about the availability of trim rings for poorly installed cameras.
 - e. Courthouse is reporting lagging in various cameras. JCI to remote-in and work with Exaq to see if the PCs are sufficient. LEM to forward County IT Staff.
 - f. Microphone for security desk to be nailed down this week and installed next week.
 - g. JCI should have discussions with OSSI as to what can be done in order to maintain overall project schedule now that the Courthouse portion is slipping.
 - h. JCI has received GHR's punch list and is addressing items.
3. Miscellaneous
- a. Stay on schedule - already slipping on schedule from two weeks ago.
 - b. Tentative schedule: Finish Courthouse mid-November; start JDC directly after (mid-November); finish JDC end November. LEM to send out email at the end of this week to confirm.

Please review these notes and notify the author within seven days of any additions and/or corrections.

Meeting notes prepared by:

Lucas McGill

LEM/smh

cc: 7257 and 7261 Meeting Notes
All in Attendance
Matt Snyder - Johnson Controls
Piotr Lewandowski - Johnson Controls
Dean Novak - OSSI

2020.10.27 Meeting Notes.LEM.wpd

Project Name: Security Camera and Master Control Systems Upgrade
Champaign County Courthouse

Date of Punch List: October 20, 2020

Punch List By: Dustin Schultz

1. Camera BP1-16 - Provide trim ring around outside of camera.
2. Camera BP1-17 - Provide trim ring around outside of camera.
3. Camera BP1-11 (nearby shown box) - County to replace ceiling tile nearby new camera to obscure remaining junction box.
4. Camera BP1-12 - Camera watching Stairs S13 and south exit (south east of elevator 2) aimed south west toward corner of wall. Anticipated aim to be south, toward exit and stairwell. Contractor to consult with county to ensure camera is aimed correctly.
5. Corridor 171 - County to replace 2x ceiling tiles in areas where junction boxes remain.
6. Corridor 126 - Open box on in concrete on eastern side of corridor. Provide large box cover to completely obscure junction box and openings.
7. Security Office - 131 Provide large blank coverplate to entirely cover opening in wall.
8. Waiting 248 - County to replace 2x ceiling tiles in areas where junction boxes remain.
9. Camera BP2-20 - Camera seems to be missing entirely.
10. Camera BP2-22 and Adjacent Remaining Junction Box - Provide trim ring around outside of camera, and county to replace adjacent ceiling tile to cover junction box.
11. Camera BP2-23 - Provide trim ring around outside of camera.
12. Corridor 224A - Replace cover plate with large blank coverplate to entirely cover opening in ceiling, obscuring box visibility.
13. Corridor 207 - Replace cover plate with large blank coverplate to entirely cover opening in ceiling, obscuring box visibility.
14. Camera BP3-2 and Adjacent Remaining Junction Box - Provide trim ring around outside of camera, and county to replace adjacent ceiling tile to cover junction box.
15. Corridor 201 and 202 - County to replace ceiling tiles in areas where junction boxes serving removed cameras remain. Areas of hard ceilings to have large plate provided to entirely cover box.
16. Camera BP4-3 - Provide trim ring around outside of camera.

17. Corridor 348 - County to replace ceiling tile near receptionist's area, covering remaining box from removed camera.
18. Waiting 350 - County to replace ceiling tile in north west corner of room to obscure remaining junction box.
19. Camera BP4-8 and Adjacent Remaining Junction Box - Provide trim ring around outside of camera, and county to replace adjacent ceiling tile to cover junction box.
20. Camera BP4-24 - Provide trim ring around outside of camera.
21. Camera BP4-18 - Provide trim ring around outside of camera.
22. Camera BP5-5 - Provide trim ring around outside of camera.
23. Corridor 324A - Open box in corridor. Provide large box cover to completely obscure junction box and openings.
24. Corridor 307 - Open box in corridor. Provide large box cover to completely obscure junction box and openings.

DES/smh

cc: 7257 Corr
Dana Brenner - CCAS
Randy Justin - Johnson Controls
Lucas McGill - GHR

2020.10.20 Punch List.DES.wpd

POD 100
HEAD START
REGIONAL PLANNING COMMISSION
LIHEAP
SENIOR SERVICES
PLANNING & ZONING
←

POD 300
ADMINISTRATIVE SERVICES
COUNTY BOARD MEETING RM 1
COUNTY BOARD MEETING RM 2
COUNTY BOARD MEETING RM 3
↖

Informational brochures and documents in clear plastic holders.



POD 100
HEAD START
REGIONAL PLANNING COMMISSION
LIHEAP
SENIOR SERVICES
PLANNING & ZONING
←

POD 300
ADMINISTRATIVE SERVICES
COUNTY BOARD MEETING RM 1
COUNTY BOARD MEETING RM 2
COUNTY BOARD MEETING RM 3
↗



POD 100
HEAD START
REGIONAL PLANNING COMMISSION
LIHEAP
SENIOR SERVICES
PLANNING & ZONING
←

POD 300
ADMINISTRATIVE SERVICES
COUNTY BOARD MEETING RM 1
COUNTY BOARD MEETING RM 2
COUNTY BOARD MEETING RM 3
→

Champaign County
Board Office



CHAMPAIGN COUNTY
BROOKENS ADMINISTRATIVE
CENTER



Proposed Updated Champaign County Facilities 10-Year Capital Plan

Wednesday, November 4, 2020

Assumptions

- 1 Funding continues through FY2030
- 2 All county facilities are included in this updated plan
- 3 Sheriff's Office/Downtown Jail and Old Nursing Home inclusion for demolition costs only.
- 4 Interiors (paint and carpet) are included in updated plan
- 5 Priorities for scheduling deferred maintenance are as follows:
 - 1st priority - building envelope - roofs and exterior skins
 - 2nd priority - building mechanicals
 - 3rd priority - building mechanical controls (pneumatic to digital)
 - 4th priority - business emergency/continuation
 - 5th priority - parking lots, roads and sidewalks
 - 6th priority - interiors - paint and carpet

<u>CAPITAL ASSET FUND</u>	<u>Proposed Capital Fund Plan</u>	<u>Insurance or Other Capital Account</u>	<u>Total Amount</u>
<u>FY2020</u>	\$ 1,163,622.00	\$ 516,710.00	\$ 1,680,332.00
<u>FY2021</u>	\$ 2,074,500.00	\$ 3,403,935.18	\$ 5,478,435.18
<u>FY2022</u>	\$ 1,950,000.00	\$ -	\$ 1,950,000.00
<u>FY2023</u>	\$ 2,010,000.00	\$ -	\$ 2,010,000.00
<u>FY2024</u>	\$ 2,015,000.00	\$ -	\$ 2,015,000.00
<u>FY2025</u>	\$ 2,170,000.00	\$ -	\$ 2,170,000.00
<u>FY2026</u>	\$ 1,910,000.00	\$ 335,000.00	\$ 2,245,000.00
<u>FY2027</u>	\$ 2,140,000.00	\$ -	\$ 2,140,000.00
<u>FY2028</u>	\$ 2,035,000.00	\$ -	\$ 2,035,000.00
<u>FY2029</u>	\$ 2,100,000.00	\$ 100,000.00	\$ 2,200,000.00
<u>FY2030</u>	\$ 2,025,000.00	\$ -	\$ 2,025,000.00
<u>10-Year Total</u>	<u>\$ 21,593,122.00</u>	<u>\$ 4,355,645.18</u>	<u>\$ 25,948,767.18</u>

<u>FY2020</u>		<u>Capital Fund Amount</u>	<u>Insurance or Other Capital Amount</u>	<u>Total Amount</u>
Courthouse	Install new video security system and master control	\$ 318,183.00	\$ 231,817.00	\$ 550,000.00
JDC	Install new video security system and master control	\$ -	\$ 268,073.00	\$ 268,073.00
METCAD	Replace 4 AHU and install digital controls	\$ 845,439.00	\$ -	\$ 845,439.00
Satellite Jail	Replace two overhead garage doors and openers at sally-port	\$ -	\$ 16,820.00	\$ 16,820.00
<u>TOTAL FY2020</u>		<u>\$ 1,163,622.00</u>	<u>\$ 516,710.00</u>	<u>\$ 1,680,332.00</u>

		Capital Fund	Insurance or Other	Total
<u>FY2021</u>		<u>Amount</u>	<u>Capital Amount</u>	<u>Amount</u>
Animal Control	Epoxy coat concrete floors	\$ 42,500.00	\$ -	\$ 42,500.00
Animal Control	Replace Metal Roof (Hail Damage)	\$ -	\$ 52,097.60	\$ 52,097.60
Brookens	Replace POD 300 & 400 roofs (Hail Damage)	\$ -	\$ 596,019.78	\$ 596,019.78
Brookens	HVAC Replacement (Hail Damage)	\$ -	\$ 260,518.00	\$ 260,518.00
Courthouse	Replace 2-existing boilers	\$ 400,000.00		\$ 400,000.00
Courthouse	HVAC Replacement (Hail Damage)	\$ -	\$ 76,077.00	\$ 76,077.00
Courthouse	Replace Asphalt Shingle Roofs (Hail Damage)	\$ -	\$ 334,879.51	\$ 334,879.51
Highway Maint.	Replace Metal Roof (Hail Damage)	\$ -	\$ 661,999.04	\$ 661,999.04
Highway Salt Brine	Replace Asphalt Shingle Roofs (Hail Damage)	\$ -	\$ 1,967.02	\$ 1,967.02
Highway Salt Dome	Replace Metal Roof (Hail Damage)	\$ -	\$ 75,976.56	\$ 75,976.56
HVAC Hail Guards		\$ 75,000.00		\$ 75,000.00
ILEAS	Replace Asphalt Shingle Roofs (Hail Damage)	\$ -	\$ 268,324.57	\$ 268,324.57
JDC	Replace water heaters (2)	\$ 35,000.00	\$ -	\$ 35,000.00
JDC	HVAC Replacement (Hail Damage)	\$ -	\$ 74,104.00	\$ 74,104.00
JDC	Replace and upgrade existing exterior lights	\$ 20,000.00	\$ -	\$ 20,000.00
JDC	Replace metal coping on parapet wall (Hail Damage)		\$ 20,519.30	\$ 20,519.30
JDC	Replace backflow preventer	\$ 5,000.00	\$ -	\$ 5,000.00
METCAD	HVAC Replacement (Hail Damage)	\$ -	\$ 11,465.00	\$ 11,465.00
METCAD	Replace Roof (Hail Damage)	\$ -	\$ 129,463.45	\$ 129,463.45
METCAD		\$ 70,107.00	\$ -	\$ 70,107.00
	Repoint exterior masonry and replace all sealants			
Physical Plant	Replace Metal Roof (Hail Damage)	\$ -	\$ 311,484.56	\$ 311,484.56
Satellite Jail	Replace metal coping on parapet wall (Hail Damage)		\$ 62,451.74	\$ 62,451.74
Satellite Jail	HVAC Replacement - replace 4-condensing units with chillers; replace 4-AHU; replace 2-boilers, replace pneumatic controls with digital	\$ 1,426,893.00	\$ 373,107.00	\$ 1,800,000.00
Sheriff's Garage	Replace Metal Roof (Hail Damage)	\$ -	\$ 93,481.05	\$ 93,481.05
<u>TOTAL FY2021</u>		<u>\$ 2,074,500.00</u>	<u>\$ 3,403,935.18</u>	<u>\$ 5,478,435.18</u>

<u>FY2022</u>		<u>Amount</u>	<u>Amount</u>	<u>Amount</u>
Animal Control	Install an emergency generator	\$ 100,000.00	\$ -	\$ 100,000.00
Animal Control	Revise main electric panel distribution (remove crazy leg 270)		\$ 225,000.00	\$ 225,000.00
Animal Control	Install whole building AC	\$ 150,000.00	\$ -	\$ 150,000.00
Courthouse	Replace 9-courtrooms carpet	\$ 200,000.00	\$ -	\$ 200,000.00
ILEAS				
	Tear down abandoned Nursing Home Buildings	\$ 900,000.00	\$ -	\$ 900,000.00
Satellite Jail	Replace voice/door/data security system with updated system	\$ 600,000.00	\$ -	\$ 600,000.00
<u>TOTAL FY2022</u>		<u>\$ 1,950,000.00</u>	<u>\$ 225,000.00</u>	<u>\$ 2,175,000.00</u>

<u>FY2023</u>		<u>Capital Fund</u>	<u>Insurance or Other</u>	<u>Total</u>
		<u>Amount</u>	<u>Capital Amount</u>	<u>Amount</u>
Brookens	Paint Metal Roof	\$ 100,000.00	\$ -	\$ 100,000.00
Courthouse Addition	Paint steel roof structure	\$ 60,000.00	\$ -	\$ 60,000.00
JDC	Replace window sealant and paint exterior windows	\$ 85,000.00		\$ 85,000.00
JDC		\$ 200,000.00		\$ 200,000.00
JDC	Foundation joint repair, includes drainage tile			
JDC	Pour new parking curb and resurface parking lot and drive	\$ 95,000.00		\$ 95,000.00
METCAD	Replace parking lot and drive; remove and replace damage curb areas	\$ 120,000.00	\$ -	\$ 120,000.00
Satellite Jail	Replace generator	\$ 250,000.00	\$ -	\$ 250,000.00
Satellite Jail	Replace ballasted roof with white EPDM rubber roof	\$ 850,000.00	\$ -	\$ 850,000.00
Satellite Jail		\$ 250,000.00		\$ 250,000.00
	Foundation joint repair, includes drainage tile			
<u>TOTAL FY2023</u>		<u>\$ 2,010,000.00</u>	<u>\$ -</u>	<u>\$ 2,010,000.00</u>

<u>FY2024</u>		<u>Amount</u>	<u>Amount</u>	<u>Amount</u>
Courthouse	Replace sealant on all windows	\$ 85,000.00	\$ -	\$ 85,000.00
Courthouse Addition	Update wood finishes and paint walls in 9 remaining courtrooms	\$ 630,000.00	\$ -	\$ 630,000.00
ILEAS	Replace three AHU's	\$ 350,000.00	\$ -	\$ 350,000.00
JDC	Replace generator	\$ 250,000.00	\$ -	\$ 250,000.00
Sheriff/D-Jail	Tear down abandoned building	\$ 700,000.00		\$ 700,000.00
<u>TOTAL 2024</u>		<u>\$ 2,015,000.00</u>	<u>\$ -</u>	<u>\$ 2,015,000.00</u>

FY2025		Amount	Amount	Amount
Brookens	Repoint exterior masonry and replace all sealants	\$ 450,000.00	\$ -	\$ 450,000.00
Courthouse	Update all HVAC digital controls	\$ 900,000.00	\$ -	\$ 900,000.00
Courthouse & Additic	Tuck point entire building	\$ 500,000.00	\$ -	\$ 500,000.00
Garages	Replace metal skins on five garages	\$ 320,000.00	\$ -	\$ 320,000.00
TOTAL FY2025		\$ 2,170,000.00	\$ -	\$ 2,170,000.00

FY2026		Amount	Insurance or Other Capital Amount	Amount
Animal Control/Coror	Replace parking lot	\$ 40,000.00	\$ -	\$ 40,000.00
Animal Control/Coror	Replace existing metal siding with new siding. Check and replace insulation.	\$ 95,000.00	\$ -	\$ 95,000.00
Brookens	Replace all carpet	\$ 500,000.00	\$ -	\$ 500,000.00
Highway	Remove old poly urethane concrete joint sealant and replace w/new	\$ -	\$ 100,000.00	\$ 100,000.00
Highway Salt Dome	Replace damaged wood and metal cornerers		\$ 25,000.00	\$ 25,000.00
Highway Salt Dome	Replace existing asphalt around Salt Dome		\$ 210,000.00	\$ 210,000.00
ILEAS	Repoint exterior masonry and replace all sealants	\$ 950,000.00	\$ -	\$ 950,000.00
Physical Plant	Replace parking lot	\$ 25,000.00	\$ -	\$ 25,000.00
Satellite Jail	Replace air returns and supply grills	\$ 100,000.00	\$ -	\$ 100,000.00
Sat. Jail & JDC	Remove old poly urethane concrete joint sealant and replace w/new	\$ 200,000.00	\$ -	\$ 200,000.00
TOTAL FY2026		\$ 1,910,000.00	\$ 335,000.00	\$ 2,245,000.00

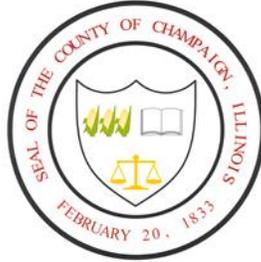
FY2027		Amount	Amount	Amount
Brookens	Replace asphalt parking lots (3)	\$ 680,000.00	\$ -	\$ 680,000.00
Brookens	Replace POD #300 2-MZU	\$ 300,000.00	\$ -	\$ 300,000.00
Courthouse	Replace and relocate chillers	\$ 500,000.00	\$ -	\$ 500,000.00
ILEAS	Replace four boilers	\$ 250,000.00	\$ -	\$ 250,000.00
JDC	Replace seven Aeon (RTU) units	\$ 410,000.00	\$ -	\$ 410,000.00
TOTAL FY2027		\$ 2,140,000.00	\$ -	\$ 2,140,000.00

FY2028		Amount	Amount	Amount
Brookens	Replace POD #400 2-MZU	\$ 300,000.00	\$ -	\$ 300,000.00
Brookens	Paint interior walls	\$ 100,000.00	\$ -	\$ 100,000.00
Brookens	Replace existing T12/T8 fluorescents with new LED's	\$ 100,000.00	\$ -	\$ 100,000.00
Courthouse	Replace carpet in original side	\$ 650,000.00	\$ -	\$ 650,000.00
Courthouse & Additio	Replace existing T12/T8 fluorescents with new LED's	\$ 200,000.00	\$ -	\$ 200,000.00
Courthouse	Parking lot replacement	\$ 285,000.00	\$ -	\$ 285,000.00
JDC	Replace parking lot and drive	\$ 100,000.00	\$ -	\$ 100,000.00
JDC	Upgrade remaining BAS digital controls	\$ 100,000.00	\$ -	\$ 100,000.00
METCAD	Replace generator	\$ 200,000.00	\$ -	\$ 200,000.00
TOTAL FY2028		\$ 2,035,000.00	\$ -	\$ 2,035,000.00

FY2029		Amount	Insurance or Other Capital Amount	Amount
Art Bartell Road	Add concrete curbing and gutters	\$ 650,000.00	\$ -	\$ 650,000.00
County Highway	Paint interior walls		\$ 100,000.00	\$ 100,000.00
Courthouse	Replace ballasted roof with white EPDM rubber	\$ 750,000.00	\$ -	\$ 750,000.00
ILEAS	Replace existing T12/T8 fluorescents with new LED's	\$ 100,000.00	\$ -	\$ 100,000.00
JDC	Replace existing T12/T8 fluorescents with new LED's	\$ 100,000.00	\$ -	\$ 100,000.00
METCAD	Replace existing T12/T8 fluorescents with new LED's	\$ 50,000.00	\$ -	\$ 50,000.00
Satellite Jail	Replace existing T12/T8 fluorescents with new LED's	\$ 100,000.00	\$ -	\$ 100,000.00
Satellite Jail	Paint interior	\$ 350,000.00	\$ -	\$ 350,000.00
TOTAL FY2029		\$ 2,100,000.00	\$ 100,000.00	\$ 2,200,000.00

FY2030		Amount	Amount	Amount
Brookens	Paint interior walls	\$ 200,000.00	\$ -	\$ 200,000.00
Courthouse	Replace carpet in original side	\$ 650,000.00	\$ -	\$ 650,000.00
Courthouse	Replace existing T12/T8 fluorescents with new LED's	\$ 300,000.00	\$ -	\$ 300,000.00
Garages	Install (5) oil interceptors	\$ 250,000.00	\$ -	\$ 250,000.00
JDC	Install 10' Perimeter chain link fence /w razor wire at perimeter for emergency egress	\$ 125,000.00	\$ -	\$ 125,000.00
ILEAS	Paint interior walls	\$ 500,000.00	\$ -	\$ 500,000.00
TOTAL FY2030		\$ 2,025,000.00	\$ -	\$ 2,025,000.00

Request for Proposals



Mechanical, Electrical, Plumbing, and Engineering Services

RFQ #2020-004

Physical Plant

Brookens Admin. Center

1776 E. Washington St.
Urbana, Illinois 61802

(217) 819-3441

CONTENTS

I.	General Information	page 3
II.	Scope of Work	page 4
III.	General Requirements	page 8
IV.	Bid Submissions	page 9
V.	Selection Process	page 10
VI.	Appendix	page 11

1. GENERAL INFORMATION

Champaign County is seeking proposals from qualified engineering services companies to assist the Director of Facilities in the evaluating the condition of electrical, mechanical, and plumbing systems at numerous county facilities and to prepare and administer project management services, over the next three fiscal years, during any approved project replacement or repair program. Proposals will be accepted at the Physical Plant Office located in the Brookens Administrative Center, 1776 E. Washington Street, Urbana, Illinois, Monday through Friday, 8:00 a.m. to 4:30 p.m. Proposals will be accepted up to and no later than 4:30 p.m., Thursday, November 20, 2020.

Project Goal:

Champaign County wishes to retain an engineering firm, with the qualifications and staff resources necessary to perform comprehensive assessments of existing systems, provide replacement system recommendations, provide project management services, and, assist in development of our long-term capital replacement plan over the next three fiscal years. The successful firm shall provide services to the County as outlined in Section II Scope of Work. The following projects are anticipated for fiscal year 2021:

1. MEP design through commissioning of all HVAC Systems located at the Satellite Jail, built in 1996, including installation of digital controls.
2. MEP design through commissioning replacement of hail damaged RTU's at the Brookens Administrative Center
3. MEP design through commissioning replacement of hail damaged RTU's at the Juvenile Detention Facility.
4. MEP design through commissioning replacement of hail damaged chiller condensing coils at the County Courthouse.
5. MEP design through project management of purchasing and installing hail guards on all county chillers and RTU's

Submitting firms shall demonstrate substantial experience in undertaking and completing the type of work required. Questions about this project should be directed to:

Dana Brenner, Champaign County Facility Director
(217) 819-3441
dbrenner@co.champaign.il.us

II. SCOPE OFWORK

The following scope of services is included as a guide for the submitting firm. It is designed to identify the minimum service level expected from the successful consultant and as such should be modified and augmented, based upon the experience of the firm, as necessary to complete the project:

General:

The Consultant being selected through this Request for Proposal process will enter into an agreement with the Champaign County to provide engineering services related to projects at various stages from pre-design to post-construction. The level of service requested will vary based on the scope of any given project.

Based on the requirements of the County, the consultant shall provide engineering services meeting all standards and codes used in design for basic services as required on projects as follows:

1. Pre-Design Evaluation
2. Cost Estimating / Condition Survey and Report
3. Schematic Design
4. Design Development
5. Contract Documents
6. Bidding/Award
7. Construction Administration
8. Resident Project Representation (RPR)
9. Commissioning

The Consultant shall:

1. Review existing drawings, plans, and actual conditions, and advise the County on issues of concern regarding design, equipment selection, material selection, cost estimation as well as cost (life cycle) analysis;
2. Provide schematic and design development, bid documents, and a detailed cost estimate at each phase, which may include:
 - a. Attend coordination meetings
 - b. Provide progress prints/cost estimates (labor and materials) at appropriate intervals
 - c. Include elevations of exposed mechanical or *electrical!* units, and/or three-dimensional renderings (as requested)
 - d. Provide architectural design drawings which shall include all components and accessories;

3. Assist in the bidding phases:
 6. Attend pre-bid and pre-construction meetings
 7. Answer questions/clarifications during bidding;
4. Review and evaluate submittals and claim for extra costs;
5. Inspect the construction site and actively participate in on-site construction meetings. Advise the County regarding interpretations of contract documents and payments to contractors; and
6. Conduct and assist the County for substantial completion by preparing a punch list and conducting a final inspection.

Detail/Phases

1. Pre-Design Evaluation

Consult with the County and other necessary and appropriate government entities, utilities, organizations, and persons in order to ascertain project requirements and review the program prepared by the County, recommending any necessary revisions.

2. Cost Estimating / Condition Survey and Report

Investigate, analyze and measure the existing facilities to determine the information necessary for project work. Measure and verify floor plans and equipment locations in the existing building. Review existing system replacement studies (if applicable), analyze building components, heating/cooling load requirements, County floor plans and drawings (as available) and make system recommendations. Prepare drawings and a report summarizing existing facilities and their condition.

Prepare probable construction cost estimates to assist the County in the preparation of Capital Improvement requests. As part of the investigation, identify and document issues pertaining to any future project (accessibility, operations impact, etc.), Assist in the identification of grant or alternate funding opportunities including preparation of documents required for compliance requested by Champaign County Administration.

3. Schematic Design

Upon receipt of written notification to proceed, prepare schematic designs for review and approval by the County. The schematic drawings shall show project design features. A detailed cost estimate separating labor and materials shall accompany the schematic drawings for each design option developed. Life-cycle cost estimates to be provided upon request Advancement to next design phase pending County review of report, comments and Notice to Proceed.

4. Design Development

After the approval of the final schematic design submission, the County shall issue a written order to proceed with the Design Development phase. Submit detailed design drawings showing the general design, outline specifications, revised cost estimates, material cut sheets and material selection. If alternate layouts, design, work items and materials exist, the alternatives are to be prioritized with a recommendation of the best alternative with selection rationale outlined.

Provide architectural design drawings which shall include all components and accessories, including system elevations (when applicable) in relation to project. Prepare a list of all necessary permits, licenses, review, and approvals as required. Advancement to next design phase pending County review of report, comments and Notice to Proceed

5. Contract Documents

Perform the final design and the preparation of detailed contract documents in accordance with applicable City, County, State, and Federal regulations ("codes") for all elements of work including architectural plans, custom details, phasing plans and structural and/or engineering modifications, as needed. Provide design progress reviews with the County and other authorities as required (typically at 50% and 95% completion).

Provide progress prints, specifications and revised cost estimates at specified intervals for the County's review and/or approval.

Prepare for approval, by the County, the following documents: bid forms; project specifications and working drawings for the project; and, contract agreement.

6. Bidding / Award

The Consultant is to assist the County in pre-bid and pre-award meetings, obtaining bids, and reviewing and recommendation awards, evaluating alternate bids, and preparing a construction contract and assist in the evaluation of product or systems substitutions.

7. Construction Administration

Provide during the construction contract to be entered into by the County for the construction of the project, to the satisfaction of the County, periodic architectural consultant services to verify adherence to the design and to assist in the administration of the construction until final completion and acceptance by the County.

Conduct a preconstruction conference, which shall include, at least the Consultant, or its authorized representative, the contractor(s), Champaign County Facility Director or designees, as well as representatives of any other public or private agencies, which the County determines should be in attendance. At the preconstruction conference, the Consultant shall:

Observe that all necessary permits and licenses have been obtained prior to work commencement.

Raise for discussion and decision the manner in which the construction will be administered by itself and the County, the scheduling of construction, and any and all other issues or questions which in the opinion of the Consultant or the County must be settled before the start of construction. Before convening the preconstruction conference, the Consultant shall confer with an authorized representative of the County concerning the agenda and who is to attend.

Prepare and distribute minutes within 48-hours following the meeting.

Throughout all Phases, prepare and update on an interval that is mutually agreed upon, an estimate of construction cost consistent with the County's funding requirements in a format acceptable to the County. The estimate of construction costs shall document approved change orders (CO's) and all anticipated changes to the construction cost on an individual contract basis and indicate contingency balance.

Recommend necessary or desirable changes (additions and credits) to the County, review requests for changes, assist in negotiating Contractor's proposals, submit recommendations to the County, if they are accepted, review change orders for the County's authorization. There shall be no change in the scope of the work or in materials specified by the Consultant until approval for such change has been given in writing by the County.

Determine, based on the Consultant's inspections and the contractor's applications for payment, the amount owing to the contractor and will issue certificates for payment in such amounts. By reviewing and approving a certificate for payment, the Consultant will also represent to the County that, to the best of its knowledge, information, and belief, based on what its observations have revealed, the quality of the work is in accordance with the Contract Documents. Review and make recommendations to the County on any claims received from contractors.

Make visits to the job site (at a frequency dictated by specific project) during power service cut and re-routing for the purpose of clarifying or interpreting any phase of the work and monitoring job progress, where necessary and/or requested. Conduct and attend on-the-job field meetings (at a frequency dictated by specific project) to review procedures, progress, scheduling, contractor compliance and other issues. Provide and distribute minutes of these meetings to the County and to parties designated by the County within 48-hours of the meeting. Where field condition differs from contract documents or disputes arise, the Consultant shall resolve issues satisfactorily to the County.

Issue punch list(s) and re-inspect as necessary, coordinate warranty submissions with manufacturers. Following the contractor's completion of the punch list, conduct final inspections in conjunction with the County. The Consultant shall create a "closeout" checklist for each contract and shall monitor the closeout process as part of the Certificate of Substantial Completion of the work. The approval of the County, or other Agency approvals, shall be required as a condition for the acceptance of the work by the County.

Furnish to the County, based on marked up prints, drawings and other data furnished by the contractor, a set of reproducible drawings showing all construction (elements/systems) as actually built. Provide the County with AutoCAD files in a format acceptable to the County and one set of reproducible drawings. Secure and transmit to the County all required guarantees, affidavits, releases, bonds, and waivers and other closeout documents.

8. Commissioning

The Commissioning agent will develop and coordinate the execution of the testing plan, observe and document performance of the improvements, system integration and functionality in accordance with the documented design. This shall include testing and observing the operation and function of all components and controls involved in the new systems, including an assessment of responsible parties for correcting any problems and errors in the system.

The agent will also review submittals, and start up procedures, witness testing of selected pieces of the system, oversee training and system documentation and review, and approve Operation and Maintenance Manuals from the contractor for completeness. The agent will provide the County a written Final Commissioning Report.

Agreements:

The County's intent to retain an engineering firm with the qualification and staff resources necessary to both perform comprehensive assessments of existing systems as requested and develop a long-term replacement program. The engineering services agreement will have a term of three (3) years with a provision for two (2) one-year renewals for a maximum of five (5) years.

Payment for services is anticipated to be based on an approved hourly rate schedule. The magnitude of services will vary by project. The County may request a fee proposal prior to commencing any approved project.

III. GENERAL REQUIREMENTS

1. The consultant's firm, including principals, project managers, and key personnel shall have relevant experience with similar work and shall be competent to perform the services required under this RFQ.
2. The work contemplated is professional in nature. It is understood that the consultant, acting as an individual, corporation, or other legal entity, is of professional status, and is licensed, as appropriate, to perform in the State of Illinois, and shall be governed by the professional ethics of said professions in its relationship to Champaign County.
3. It is understood that all reports, information, or data prepared or assembled by the consultant shall be confidential in nature and shall not be made available to any individual or organization, except Champaign County, without the prior written approval of the County.
4. The consultant shall be financially solvent. The County reserves the right to request information to determine solvency.
5. The consultant shall be responsible for complying with local, state, and federal codes, legislation procedures, and regulations affecting work in their professional area.

IV. BID SUBMISSIONS

Proposals will be evaluated based on all information provided. To evaluate capability for completing the work as outlined in this RFQ, each proposal should provide detailed responses to each of the following requirements as listed here:

1. Company Overview and Qualification

- a. Name, address, telephone number, and email address of person to receive correspondence.
- b. Statement of interest
- c. Name and addresses of each firm's principal officer(s).
- d. A statement of qualifications and description of firm's technical capabilities and areas of expertise
- e. A description of the firm's ability to provide the service level as outlined in Section II- Scope of Work.
- e. A description of the firm's experience in sustainable system design to reduce non-renewable resource consumption, minimize waste, and create healthy, productive environments.
- f. A description of similar projects completed by the firm within a 75-mile radius of Urbana, Illinois. Include the name and telephone number of a reference person from the contracting organization who can be contacted for reference on your behalf.
- g. A listing of description of personnel who will be assigned to and manage our project; list the roles the various members of your firm will play during our project.
- h. Include a summary of the firm's understanding and experience in coordinating projects with regulatory and other governmental agencies.
- i. A listing of projects, that you were successful in attaining energy rebates, and their amounts, on the behalf of clients for projects that save energy.
- j. Provide a brief narrative of your knowledge and understanding of Champaign County facilities.
- k. List and describe any former projects completed for Champaign County.

2. Drug-Free Workplace Act

- a. The respondents shall comply with the Illinois Drug- Free Workplace Act. Contractor does certify that they provide a drug-free workplace for all employees engaged in performance of work under the contract by complying with requirements of the Illinois Drug-Free Workplace Act.

3. Illinois Human Rights Act

- a. The respondents shall comply with the Illinois Human Rights Act. Contractor certifies that it has a written harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process available through the Department of Human Rights and Human Rights Commission; (v) direction on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

- b. The Illinois Human Rights Acts prohibits discrimination on the basis of : “race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or un favorable discharge from the military service in connection with employment, real estate, transactions, access to financial credit, and the availability of public accommodations.”

Six (6) copies of the submission must be delivered to the address below by 4:30 p.m. on Friday, November 20, 2020:

Dana Brenner
Champaign County Facilities Director
Brookens Administrative Center
1776 E. Washington
Street
Urbana, IL 61802

V. SELECTION PROCESS

County will select a consultant utilizing a Quality Based Selection (QBS) process. Critical factors in this selection will include responsiveness of the proposal to this Request for Qualifications (RFQ); description of approach to the services; relevant project experience; qualifications of the responding firms and principal assigned staff; track record in obtaining energy reduction grants from Ameren; knowledge and understanding of Champaign County Facilities; readiness to undertake the required services; ability to execute an acceptable written contract; and client references. The County reserves the right to reject any or all proposals, and to request written clarification of proposals and supporting materials. The County reserves the right to accept the proposal most favorable to the project after all proposals have been examined and evaluated.

Interviews may be conducted in-person or via Zoom with one or more responsible entities that have submitted proposals in order to clarify certain elements if such information cannot be satisfactorily obtained by phone or e-mail.

Questions regarding this RFP should be directed to:

Dana Brenner
Facility Director
(217) 819-3441
dbrenner@co.champaign.il.us

APENDIX I

Champaign County Facilities

<u>Building</u>	<u>Address</u>	<u>Square Footage</u>
Animal Control	210 S. Art Bartell Road, Urbana, Illinois 61802	4,500
Brookens Admin. Center	1776 E. Washington Street, Urbana, Illinois 61802	93,060
Coroner's Office	202 S. Art Bartell Road, Urbana, Illinois 61802	5,750
County Courthouse	101 E. Main Street, Urbana, Illinois 61802	146,339
Election Supply	202 S. Art Bartell Road, Urbana, Illinois 61802	5,895
ESADA garage	1703 E. Main Street, Urbana, Illinois 61802	2,880
Emergency Management Agency	1905 E. Main Street, Urbana, Illinois 61802	19,600
Highway	1604 E. Main Street, Urbana, Illinois 61802	43,975
Highway Garage	1705 E. Main Street, Urbana, Illinois 61802	4,320
Highway Garage	Rear, 1701 E. Main Street, Urbana, Illinois 61802	6,000
ILEAS	1701 E. Main Street, Urbana, Illinois 61802	95,436
ILEAS Boiler House	Rear, 1701 E. Main Street, Urbana, Illinois 61802	1,200
ILEAS Garage	1707 E. Main Street, Urbana, Illinois 61802	4,320
Juvenile Detention Center	400 Art Bartell Road, Urbana, Illinois 61802	31,000
Physical Plant	202 S. Art Bartell Road, Urbana, Illinois 61802	11,956
Salt Dome	301 S. Art Bartell Road, Urbana, Illinois 61802	1,440
Satellite Jail	502 S. Lierman Ave., Urbana, Illinois 61802	57,000
Sheriff's Garage	1709 E. Main Street, Urbana, Illinois 61802	7,800
Sheriff's Office/Jail	204 E. Main Street, Urbana, Illinois 61802	55,000

Request for Proposals



Architectural Services

RFQ #2020-005

Physical Plant

Brookens Admin. Center

1776 E. Washington St.
Urbana, Illinois 61802

(217) 819-3441

CONTENTS

I.	General Information	page 3
II.	Scope of Work	page 4
III.	General Requirements	page 8
IV.	Bid Submissions	page 9
V.	Selection Process	page 10
VI.	Appendix	page 11

1. GENERAL INFORMATION

Champaign County is seeking proposals from qualified architectural firms to assist the Director of Facilities in the evaluating the condition of numerous county facilities and to prepare and administer project management services, over the next three fiscal years, during any approved project replacement or repair program. Proposals will be accepted at the Physical Plant Office located in the Brookens Administrative Center, 1776 E. Washington Street, Urbana, Illinois, Monday through Friday, 8:00 a.m. to 4:30 p.m. Proposals will be accepted up to and no later than 4:30 p.m., Thursday, November 20, 2020.

Project Goal:

Champaign County wishes to retain an architectural firm, with the qualifications and staff resources necessary to perform comprehensive assessments of existing building structures and building envelopes, provide replacement system recommendations, provide project management services, and, assist in development of our long-term capital replacement plan over the next three fiscal years. The successful firm shall provide services to the County as outlined in Section II Scope of Work. The following projects are anticipated for fiscal year 2021:

1. Replace metal roof of Animal Control damaged in hailstorm.
2. Replace EPDM roofs on Brookens POD #300 & 400 damaged in hailstorm.
3. Replace Courthouse asphalt shingle roofs damaged in hailstorm.
4. Replace County Highway Maintenance Facility metal roof damaged in hailstorm.
5. Replace County Highway Salt Dome and Salt Brine asphalt shingle roofs damaged in hailstorm.
6. Replace ILEAS asphalt shingle roof damaged in hailstorm.
7. Replace metal coping edge of JDC damaged in hailstorm.
8. Replace EPDM roof METCAD/EMA damaged in hailstorm.
9. Replace metal roof of the Physical Plant/Election Storage/Coroner damaged in hailstorm.
10. Replace metal coping edges of Satellite Jail damaged in hailstorm.
11. Replace metal roof of Sheriff's Garage damaged in hailstorm.

Submitting firms shall demonstrate substantial experience in undertaking and completing the type of work required. Questions about this project should be directed to:

Dana Brenner, Champaign County Facility Director
(217) 819-3441
dbrenner@co.champaign.il.us

II. SCOPE OF WORK

The following scope of services is included as a guide for the submitting firm. It is designed to identify the minimum service level expected from the successful consultant and as such should be modified and augmented, based upon the experience of the firm, as necessary to complete the project:

General:

The Consultant being selected through this Request for Proposal process will enter into an agreement with the Champaign County to provide engineering services related to projects at various stages from pre-design to post-construction. The level of service requested will vary based on the scope of any given project.

Based on the requirements of the County, the consultant shall provide engineering services meeting all standards and codes used in design for basic services as required on projects as follows:

1. Pre-Design Evaluation
2. Cost Estimating / Condition Survey and Report
3. Schematic Design
4. Design Development
5. Contract Documents
6. Bidding/Award
7. Construction Administration
8. Resident Project Representation (RPR)
9. Commissioning

The Consultant shall:

1. Review existing drawings, plans, and actual conditions, and advise the County on issues of concern regarding design, material selection, cost estimation as well as cost (life cycle) analysis;
2. Provide schematic and design development, bid documents, and a detailed cost estimate at each phase, which may include:
 - a. Attend coordination meetings
 - b. Provide progress prints/cost estimates (labor and materials) at appropriate intervals
 - c. Include elevations and/or three-dimensional renderings (as requested)
 - d. Provide architectural design drawings which shall include all components and accessories;

3. Assist in the bidding phases:
 1. Attend pre-bid and pre-construction meetings
 2. Answer questions/clarifications during bidding;
4. Review and evaluate submittals and claim for extra costs;
5. Inspect the construction site and actively participate in on-site construction meetings. Advise the County regarding interpretations of contract documents and payments to contractors; and
6. Conduct and assist the County for substantial completion by preparing a punch list and conducting a final inspection.

Detail/Phases

1. Pre-Design Evaluation

Consult with the County and other necessary and appropriate government entities, utilities, organizations, and persons in order to ascertain project requirements and review the program prepared by the County, recommending any necessary revisions.

2. Cost Estimating / Condition Survey and Report

Investigate, analyze and measure the existing facilities to determine the information necessary for project work. Measure and verify floor plans of existing building. Review existing system replacement studies (if applicable), analyze building envelope issues, County floor plans and drawings (as available) and make system recommendations.

Prepare drawings and a report summarizing existing facilities and their condition.

Prepare probable construction cost estimates to assist the County in the preparation of Capital Improvement requests. As part of the investigation, identify and document issues pertaining to any future project (accessibility, operations impact, etc.), Assist in the identification of grant or alternate funding opportunities including preparation of documents required for compliance requested by Champaign County Administration.

3. Schematic Design

Upon receipt of written notification to proceed, prepare schematic designs for review and approval by the County. The schematic drawings shall show project design features. A detailed cost estimate separating labor and materials shall accompany the schematic drawings for each design option developed. Life-cycle cost estimates to be provided upon request Advancement to next design phase pending County review of report, comments and Notice to Proceed.

4. Design Development

After the approval of the final schematic design submission, the County shall issue a written order to proceed with the Design Development phase. Submit detailed design drawings showing the general design, outline specifications, revised cost estimates, material cut sheets and material selection. If alternate layouts, design, work items and materials exist, the alternatives are to be prioritized with a recommendation of the best alternative with selection rationale outlined.

Prepare a list of all necessary permits, licenses, review, and approvals as required. Advancement to next design phase pending County review of report, comments and Notice to Proceed

5. Contract Documents

Perform the final design and the preparation of detailed contract documents in accordance with applicable City, County, State, and Federal regulations ("codes") for all elements of work including architectural plans, custom details, phasing plans and structural and/or engineering modifications, as needed. Provide design progress reviews with the County and other authorities as required (typically at 50% and 95% completion).

Provide progress prints, specifications and revised cost estimates at specified intervals for the County's review and/or approval.

Prepare for approval, by the County, the following documents: bid forms; project specifications and working drawings for the project; and, contract agreement.

6. Bidding / Award

The Consultant is to assist the County in pre-bid and pre-award meetings, obtaining bids, and reviewing and recommendation awards, evaluating alternate bids, and preparing a construction contract and assist in the evaluation of product or systems substitutions.

7. Construction Administration

Provide during the construction contract to be entered into by the County for the construction of the project, to the satisfaction of the County, periodic architectural consultant services to verify adherence to the design and to assist in the administration of the construction until final completion and acceptance by the County.

Conduct a preconstruction conference, which shall include, at least the Consultant, or its authorized representative, the contractor(s), Champaign County Facility Director or designees, as well as representatives of any other public or private agencies, which the County determines should be in attendance. At the preconstruction conference, the Consultant shall:

Observe that all necessary permits and licenses have been obtained prior to work commencement.

Raise for discussion and decision the manner in which the construction will be administered by itself and the County, the scheduling of construction, and any and all other issues or questions which in the opinion of the Consultant or the County must be settled before the start of construction. Before convening the preconstruction conference, the Consultant shall confer with an authorized representative of the County concerning the agenda and who is to attend.

Prepare and distribute minutes within 48-hours following the meeting.

Throughout all Phases, prepare and update on an interval that is mutually agreed upon, an estimate of construction cost consistent with the County's funding requirements in a format acceptable to the County. The estimate of construction costs shall document approved change orders (CO's) and all anticipated changes to the construction cost on an individual contract basis and indicate contingency balance.

Recommend necessary or desirable changes (additions and credits) to the County, review requests for changes, assist in negotiating Contractor's proposals, submit recommendations to the County, if they are accepted, review change orders for the County's authorization. There shall be no change in the scope of the work or in materials specified by the Consultant until approval for such change has been given in writing by the County.

Determine, based on the Consultant's inspections and the contractor's applications for payment, the amount owing to the contractor and will issue certificates for payment in such amounts. By reviewing and approving a certificate for payment, the Consultant will also represent to the County that, to the best of its knowledge, information, and belief, based on what its observations have revealed, the quality of the work is in accordance with the Contract Documents. Review and make recommendations to the County on any claims received from contractors.

Make visits to the job site (at a frequency dictated by specific project) during power service cut and re-routing for the purpose of clarifying or interpreting any phase of the work and monitoring job progress, where necessary and/or requested. Conduct and attend on-the-job field meetings (at a frequency dictated by specific project) to review procedures, progress, scheduling, contractor compliance and other issues. Provide and distribute minutes of these meetings to the County and to parties designated by the County within 48-hours of the meeting. Where field condition differs from contract documents or disputes arise, the Consultant shall resolve issues satisfactorily to the County.

Issue punch list(s) and re-inspect as necessary, coordinate warranty submissions with manufacturers. Following the contractor's completion of the punch list, conduct final inspections in conjunction with the County. The Consultant shall create a "closeout" checklist for each contract and shall monitor the closeout process as part of the Certificate of Substantial Completion of the work. The approval of the County, or other Agency approvals, shall be required as a condition for the acceptance of the work by the County.

Furnish to the County, based on marked up prints, drawings and other data furnished by the contractor, a set of reproducible drawings showing all construction (elements/systems) as actually built. Provide the County with AutoCAD files in a format acceptable to the County and one set of reproducible drawings. Secure and transmit to the County all required guarantees, affidavits, releases, bonds, and waivers and other closeout documents.

8. Commissioning

The Commissioning agent will develop and coordinate the full execution of the contract, observe and document the contractors performance with the documented design.

The agent will also review submittals; oversee any necessary training and the documentation, review, and approval of any Operation and Maintenance Manuals from the contractor for completeness. The agent will provide the County a written Final Commissioning Report.

Agreements:

The County's intent is to retain an architectural firm with the qualification and staff resources necessary to both perform comprehensive assessments of existing facilities as requested and develop a long-term repair and/or replacement program. The architectural services agreement will have a term of three (3) years with a provision for two (2) one year renewals for a maximum of five (5) years.

Payment for services is anticipated to be based on an approved hourly rate schedule. The magnitude of services will vary by project. The County may request a fee proposal prior to commencing any approved project.

III. GENERAL REQUIREMENTS

1. The consultant's firm, including principals, project managers, and key personnel shall have relevant experience with similar work and shall be competent to perform the services required under this RFQ.
2. The work contemplated is professional in nature. It is understood that the consultant, acting as an individual, corporation, or other legal entity, is of professional status, and is licensed, as appropriate, to perform in the State of Illinois, and shall be governed by the professional ethics of said professions in its relationship to the City of Urbana.
3. It is understood that all reports, information, or data prepared or assembled by the consultant shall be confidential in nature and shall not be made available to any individual or organization, except Champaign County, without the prior written approval of the County.
4. The consultant shall be financially solvent. The County reserves the right to request information to determine solvency.
5. The consultant shall be responsible for complying with local, state, and federal codes, legislation procedures, and regulations affecting work in their professional area.

IV. BID SUBMISSIONS

Proposals will be evaluated based on all information provided. To evaluate capability for completing the work as outlined in this RFQ, each proposal should provide detailed responses to each of the following requirements as listed here:

1. Company Overview and Qualification

- a. Name, address, telephone number, and email address of person to receive correspondence.
- b. Statement of interest
- c. Name and addresses of each firm's principal officer(s).
- d. A statement of qualifications and description of firm's technical capabilities and areas of expertise
- e. A description of the firm's ability to provide the service level as outlined in Section II- Scope of Work.
- e. A description of the firm's experience in sustainable system design to reduce non-renewable resource consumption, minimize waste, and create healthy, productive environments.
- f. A description of similar projects completed by the firm within a 75-mile radius of Urbana, Illinois Include the name and telephone number of a reference person from the contracting organization who can be contacted for reference on your behalf.
- g. A listing of description of personnel who will be assigned to and manage our project; list the roles the various members of your firm will play during our project.
- h. Include a summary of the firm's understanding and experience in coordinating projects with regulatory and other governmental agencies.
- i. A listing of projects, that you were successful in attaining energy rebates, and their amounts, on the behalf of clients for projects that save energy.
- j. Provide a brief narrative of your knowledge and understanding of Champaign County facilities.
- k. List and describe any former projects completed for Champaign County.

2. Drug-Free Workplace Act

- a. The respondents shall comply with the Illinois Drug- Free Workplace Act. Contractor does certify that they provide a drug-free workplace for all employees engaged in performance of work under the contract by complying with requirements of the Illinois Drug-Free Workplace Act.

3. Illinois Human Rights Act

- a. The respondents shall comply with the Illinois Human Rights Act. Contractor certifies that it has a written harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process available through the Department of Human Rights and Human Rights Commission; (v) direction on how to contact the Department of human Rights and Human Rights Commission; and (vii) protection against retaliation.

- b. The Illinois Human Rights Acts prohibits discrimination on the basis of : “race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or un favorable discharge from the military service in connection with employment, real estate, transactions, access to financial credit, and the availability of public accommodations.”

Six (6) copies of the submission must be delivered to the address below by 4:30 p.m. on Friday, November 20, 2020:

Dana Brenner
Champaign County Facilities Director
Brookens Administrative Center
1776 E. Washington
Street
Urbana, IL 61802

v. **SELECTION PROCESS**

County will select a consultant utilizing a Quality Based Selection (QBS) process. Critical factors in this selection will include responsiveness of the proposal to this Request for Qualifications (RFQ); description of approach to the services; relevant project experience; qualifications of the responding firms and principal assigned staff; knowledge and understanding of Champaign County Facilities; readiness to undertake the required services; ability to execute an acceptable written contract; and client references. The County reserves the right to reject any or all proposals, and to request written clarification of proposals and supporting materials. The County reserves the right to accept the proposal most favorable to the project after all proposals have been examined and evaluated.

Interviews may be conducted in-person or via Zoom with one or more responsible entities that have submitted proposals in order to clarify certain elements if such information cannot be satisfactorily obtained by phone or e-mail.

Questions regarding this RFP should be directed to:

Dana Brenner
Facility Director
(217) 819-3441
dbrenner@co.champaign.il.us

APENDIX I

Champaign County Facilities

<u>Building</u>	<u>Address</u>	<u>Square Footage</u>
Animal Control	210 S. Art Bartell Road, Urbana, Illinois 61802	4,500
Brookens Admin. Center	1776 E. Washington Street, Urbana, Illinois 61802	93,060
Coroner's Office	202 S. Art Bartell Road, Urbana, Illinois 61802	5,750
County Courthouse	101 E. Main Street, Urbana, Illinois 61802	146,339
Election Supply	202 S. Art Bartell Road, Urbana, Illinois 61802	5,895
ESADA garage	1703 E. Main Street, Urbana, Illinois 61802	2,880
Emergency Management Agency	1905 E. Main Street, Urbana, Illinois 61802	19,600
Highway	1604 E. Main Street, Urbana, Illinois 61802	43,975
Highway Garage	1705 E. Main Street, Urbana, Illinois 61802	4,320
Highway Garage	Rear, 1701 E. Main Street, Urbana, Illinois 61802	6,000
ILEAS	1701 E. Main Street, Urbana, Illinois 61802	95,436
ILEAS Boiler House	Rear, 1701 E. Main Street, Urbana, Illinois 61802	1,200
ILEAS Garage	1707 E. Main Street, Urbana, Illinois 61802	4,320
Juvenile Detention Center	400 Art Bartell Road, Urbana, Illinois 61802	31,000
Physical Plant	202 S. Art Bartell Road, Urbana, Illinois 61802	11,956
Salt Dome	301 S. Art Bartell Road, Urbana, Illinois 61802	1,440
Satellite Jail	502 S. Lierman Ave., Urbana, Illinois 61802	57,000
Sheriff's Garage	1709 E. Main Street, Urbana, Illinois 61802	7,800
Sheriff's Office/Jail	204 E. Main Street, Urbana, Illinois 61802	55,000