



COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE
County Office Building, 111 W. Fox Street, Yorkville

Thursday, June 15, 2017 at 4:00 PM
AGENDA

1. **Call to Order and Pledge to the American Flag**
2. **Roll Call:** Scott Gryder, Lynn Cullick, Matt Kellogg, Audra Hendrix, Matthew Prochaska, John Purcell, Bob Davidson, Elizabeth Flowers, Tony Giles, Judy Gilmour

3. **Old Business**

From Facilities Committee:

- *Proposal for Facilities Study by Healy, Bender & Associates, Inc.*

From Finance Committee:

- *Approval of WIPFLI LLP Audit Cost not to exceed \$58,750*

4. **New Business**
5. **Public Comment**
6. **Questions from the Media**
7. **Chairman's Report**
8. **Review Board Action Items**
9. **Executive Session**
10. **Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630- 553-4171, a minimum of 24-hours prior to the meeting time

COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE
Thursday, May 11, 2017

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order by County Board Chair Scott Gryder at 4:00p.m., who led the committee in the Pledge of Allegiance to the American Flag.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Scott Gryder		4:17p.m.	
Lynn Cullick	Present		
Bob Davidson		4:12p.m.	
Elizabeth Flowers	Absent		
Tony Giles	Present		
Judy Gilmour	Present		
Audra Hendrix	Present		
Matt Kellogg	Present		
Matthew Prochaska	Present		
John Purcell	Absent		

Others present: ASA Leslie Johnson, ASA Anne Knight, Technology Director Scott Koeppel

Guests Present: Chris Childress, Progressive Energy

OLD BUSINESS

From Admin HR Committee:

- *Approval of Electric Aggregation Supplier and Contract Terms and Authorize County Board Chair to sign Final Agreement* – Chris Childress, from Progressive Energy presented the bid results and the timeline for proceeding with the process. Mr. Childress stated that the lowest bid was submitted by Dynege, the company already contracted with the unincorporated County citizens. The State’s Attorney’s Office will review the contract prior to the County Board meeting if time permits. **There was consensus by the committee to forward the proposal to the Board for approval.**

NEW BUSINESS - None

EXECUTIVE SESSION – Member Davidson made a motion to go into Executive Session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body 5ILCS 120/2, second by Member Cullick.

Roll Call: Member Davidson – yes, Member Giles – yes, Member Gryder – yes, Member Cullick – yes, Member Gilmour – yes, Member Kellogg – yes, Member Hendrix – here, Member Prochaska – yes

With eight members present in agreement, the committee entered Executive Session at 4:39p.m.

The committee reconvened in Open Session at 6:16p.m.

PUBLIC COMMENT – None

QUESTIONS FROM THE MEDIA – None

CHAIRMAN'S REPORT – No report

REVIEW BOARD ACTION ITEMS – Chairman Gryder asked the committee to review the agenda for any updates or changes. Member Prochaska asked that UCCI be added to the agenda for an update.

ADJOURNMENT – Member Hendrix moved to adjourn the meeting at 6:20p.m., Member Prochaska seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain
Recording Secretary



HEALY, BENDER & ASSOCIATES, INC.

A R C H I T E C T S

P L A N N E R S

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DAVID A. HEALY
CLIFFORD A. BENDER
DAVID G. PATTON

SENIOR ARCHITECTS
SCOTT R. ANDERLE
JACOB A. BEEN
SCOTT A. RHEIL
JODY A. WOODLEY

DRAFT
June 2, 2017

Bob Davidson, Chair
Facilities Management Committee
Kendall County
Yorkville, Illinois

Re: Proposal for Architectural Services
Kendall County
Yorkville, Illinois

Dear Bob:

Thank you for the opportunity to provide our proposal for architectural services. We enjoyed the discussion with you and Jim Smiley and for your time walking us through the unfinished second floor of the courthouse in March. It's obviously well-built and a nicely maintained facility. From our discussions and walk-through, it's evident there is much pride and enthusiasm for the safety, upkeep and maintenance of the facilities.

As you know, HEALY | BENDER is a local full service architectural firm with over 80 successful years of ongoing business practice including the privilege of being the design architect for the first phase of the County's new courthouse in 1996. We have immense pride in Kendall County; so much so that five of us here at the Firm (including myself) call it home. It would be an honor to be involved in the proposed planning efforts right here at home.

HEALY | BENDER is committed to finding the best solutions for your facility needs and the changing world around us. We need to be safe and smart about our public spaces, but not to the detriment of creating environments that put a solid wall between government and the public or by preventing occupants and visitors from enjoying the facilities and being human. We're problem solvers. Our experience and the consultants we surround ourselves with will bring functional, safe, comfortable, and efficient ideas to the County. You won't be disappointed. Our mission is to be a trusted adviser; to bring practical, cost-conscious ideas to the table and in doing so, never lose sight of our commitment to unparalleled client service.

In support of your needs, we offer the following outline of services which can be considered on an individual basis or in their entirety as a comprehensive analysis for moving forward.

Part I Analysis – County Office Building (111 West Fox Street)

These services are based on the notion of analyzing continued administrative functions through at least 2030 at the County Office Building located at 111 West Fox Street.

Anticipated scope of Architectural Services:

1. Provide up to (2) two full day on-site programming sessions and building walk-throughs with key representatives from each department housed at the County Office Building. Programming sessions are designed to gather input and feedback on current use, functionality, along with identifying 10 to 15 year projected space needs. Programming sessions will involve the review and discussion of any existing Capital Improvement Plan(s) the County wishes to use as reference.
2. Document existing facility advantages, shortcomings, and problem areas as determined by building occupants, County representatives, and those made by our professional observations.
3. Review and diagram programming, functionality and projected needs against existing conditions.
4. Provide security planning services including an analysis of existing security operations, methods, and technology already in-place. Provide recommendations to improve overall building security dovetailed with considerations made during programming (items 1 through 3 above). Our security planning services will be provided in conjunction with Moyer Associates, Inc. of Northbrook, Illinois. Moyer Associates is a professional organization engaged in the planning and design of facilities for all levels of government. Moyer staff bring diverse planning, programming, architectural, interiors, security and systems technology backgrounds that are applied to judicial, public safety, educational, civic and other facility types. Frederic D. Moyer, FAIA has played a pivotal role nationally and internationally in developing contemporary approaches to Justice Facility planning and design. Dennis Kimmie of Kimmie & Associates, Inc. the security consultant utilized for the courthouse building expansion, was a former employee of Moyer Associates.
5. Prepare a written report documenting findings and recommendations determined from the services provided in items 1 through 4 above. The report will provide an observation and analysis with recommendations for building and security improvements. The observation and analysis report will include a review of key physical factors such as site and building layout and how these play critical roles in measuring building security.
6. The written report will diagram proposed modifications and improvements.
7. Provide an Opinion of Probable Cost (cost estimate).

The report and plan diagrams will be made available as electronic PDFs.

Compensation:

For Part I Analysis – County Office Building (111 West Fox Street), we will provide architectural services as outlined above for a Lump Sum fee of \$22,500.

Part II Analysis – Relocation of County Office functions to the Courthouse (Second Floor)

These services are based on the notion of analyzing the relocation of all or a portion of County Office functions to a portion of the second floor of the courthouse located at 807 John Street.

Anticipated scope of Architectural Services:

1. Provide up to (4) four full day on-site programming sessions and building walk-throughs with key representatives from each department housed at the County Office Building and Courthouse. Programming sessions are designed to gather input and feedback on current use, functionality, along with identifying 10 to 15 year projected space needs. Programming sessions will involve the review and discussion of any existing Capital Improvement Plan(s) the County wishes to use as reference.
2. As related to the proposed relocation of all or a portion of County Office functions to the Courthouse, document existing facility advantages, shortcomings, and problem areas as determined by building occupants, County representatives, and those made by our professional observations.
3. As related to the proposed relocation of all or a portion of County Office functions to the Courthouse, review and diagram programming, functionality and projected space needs. Diagrams will be referenced to existing Master Plans provided by the County (including considerations and impact to the Master Plan build-out of courtrooms on the second floor).
4. Provide security planning services including an analysis of the anticipated impact to existing security operations including but not limited to the analysis of security methods and technology already in-place at the Courthouse location. Provide recommendations to maintain overall building security dovetailed with considerations made during programming (items 1 through 3 above). As outlined in Part I, our security planning services would be provided in conjunction with Moyer Associates, Inc.
5. Prepare a written report documenting findings and recommendations determined from the services provided in items 1 through 4 above. The report will establish scope; program requirements; and general size, scale and relationship of the components.
6. The written report will provide concept diagrams indicating proposed improvements for the build-out of the second floor for office functions. Because it is anticipated the County will continue to grow, concept plans will provide options for the flexibility of re-conversion of all or a portion of the second floor to future courtrooms and other judicial functions, along with relocation of County office functions to other alternative space(s).
7. Provide an Opinion of Probable Cost (cost estimate).

The report and plan diagrams will be made available as electronic PDFs.

Compensation:

For Part II Analysis – Relocation of County Office functions to the Courthouse (Second Floor), we will provide architectural services as outlined above for a Lump Sum fee of \$27,500.

We realize if multiple parts are selected for study, there would be some amount of overlap and synergies thereby reducing the overall number meetings and planning sessions necessary for planning. Thus;

- If Part II is provided in conjunction with Part I, the combined Lump Sum fee for Parts I and II would be reduced by \$4,000.

Part III Analysis – Relocation of County Office functions to a Courthouse Addition or Other Alternate Location

These services are based on the notion of analyzing the relocation of all or a portion of County Office functions to a purpose-built Courthouse addition or building construction at an alternate location. This could be an addition to the west end of the Courthouse complex or at an alternate site to be determined during the analysis.

Anticipated scope of Architectural Services:

1. Provide up to (4) four full day on-site programming sessions and building walk-throughs with key representatives from each department housed at the County Office Building and Courthouse. Programming sessions are designed to gather input and feedback on current use, functionality, along with identifying 10 to 15 year projected space needs. Programming sessions will involve the review and discussion of any existing Capital Improvement Plan(s) the County wishes to use as reference.
2. As related to the proposed relocation of all or a portion of County Office functions to the Courthouse site, document existing facility advantages, shortcomings, and problem areas as determined by building occupants, County representatives, and those made by our professional observations.
3. As related to the proposed relocation of all or a portion of County Office functions to the Courthouse site, review and diagram programming, functionality and projected space needs. Diagrams will be referenced to existing Master Plans provided by the County.
4. Provide security planning services including an analysis of the anticipated impact to existing security operations should the County Office functions be relocated to a Courthouse addition. If County Office functions are elected for an alternate location, security planning services will provide recommendations for securing the alternate location. As outlined in Part I, our security planning services would be provided in conjunction with Moyer Associates, Inc.
5. Prepare a written report documenting findings and recommendations determined from the services provided in items 1 through 4 above. Regardless of the location, the report will establish scope; program requirements; and general size, scale and relationship of the components.
6. The written report will provide concept diagrams including site and floor plan for a proposed Courthouse addition or an alternate location with site and floor plan.
7. Provide an Opinion of Probable Cost (cost estimate).

The report and plan diagrams will be made available as electronic PDFs.

Compensation:

For Part III Analysis – Relocation of County Office functions to a Courthouse addition or other alternate location, we will provide architectural services as outlined above for a Lump Sum fee of \$24,000.

Again, we realize if multiple parts are selected for study, there would be some amount of overlap and synergies thereby reducing the overall number meetings and planning sessions necessary for planning. Thus;

- If Part III is provided in conjunction with Part I, the combined Lump Sum fee for Parts I and III would be reduced by \$4,000.
- If Part III is provided in conjunction with Part II, the combined Lump Sum fee for Parts II and III would be reduced by \$6,000.
- If Part III is provided in conjunction with Parts I and II, the combined Lump Sum fee for Parts I through III would be reduced by \$10,000.

Part IV - Pre-Design Phase Studies for Main Street Campus

If desired, we can also provide Pre-Design Phase studies for the Main Street Campus including:

- Demolition of the former funeral home
- Annex 1 and 2 buildings
- Construction of a new storage facility
- Construction of additional public and employee parking

Anticipated scope of Additional Pre-Design Phase Architectural Services:

1. Provide a full day on-site programming session and building walk-throughs with key representatives to establish scope; program requirements; and general size, scale and relationship of the components.
2. Preparation of pre-design documents consisting of concept plans including site and building floor plan(s) options and aerial perspective(s) with massing studies depicting options for the campus.
3. Provide an Opinion of Probable Cost (cost estimate).

All Pre-Design Phase materials including the program, concept plans and aerial perspectives will be made available as electronic PDFs.

Compensation:

For Part IV - Pre-Design Phase Studies for Main Street Campus, we will provide these services for a Lump Sum fee of \$8,200 if performed in conjunction with any other Part (I-III) outlined in this proposal.

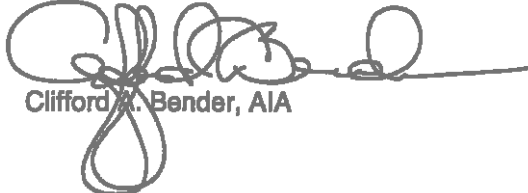
As clarification, for all Parts (I-IV) outlined in this proposal, our services do not include performing detailed measured drawings; performing comprehensive physical assessments of existing architectural components and systems; nor does it include the preparation of construction documents or project management services for implementation.

We are available to commence our services immediately. If engaged to proceed, we recommend our services with Kendall County be incorporated into an American Institute of Architects (AIA) Standard Form of Agreement.

We again thank you for the opportunity to provide our proposal. We look forward to the County's consideration and the opportunity to work together.

Very truly yours,

HEALY, BENDER & ASSOCIATES, INC.



Clifford K. Bender, AIA

Wipfli LLP
All Inclusive Maximum Price
Kendall County Audit

	ACTUAL			PROPOSED	
	2014	2015	2016	2017	%Δ
Kendall County	\$ 56,500	\$ 53,300	\$ 56,925	\$ 58,750	3.2%
Forest Preserve	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	0.0%