



DEKALB COUNTY PUBLIC BUILDING COMMISSION

A MUNICIPAL CORPORATION AND BODY POLITIC ORGANIZED PURSUANT TO THE "PUBLIC BUILDING COMMISSION ACT." ILLINOIS REVISED STATUTES 1977 CHAPTER 85, SECTIONS 1031 THROUGH 1054 CHAPTER 85, SECTIONS 1031 THROUGH 1054 AND CURRENTLY UNDER ILLINOIS COMPILED STATUTES 50 ILCS 20/1 et seq.

MEETING OF TUESDAY, MAY 3, 2016

A regular meeting of the Board of Commissioners of the DeKalb County Public Building Commission (hereinafter "Commission") was held Tuesday, May 3, 2016 at 8:30 A.M. in Conference Room East of the DeKalb County Administration Building pursuant to written notice to each Commissioner as required by the By-Laws.

ROLL CALL

Chairman Matt Swanson called the meeting to order at 8:30 A.M. Present were Chairman Swanson and Commissioners Cheryl Nicholson, Chuck Shepard, Mike Larson, and Larry Lundgren. Also present were Gary Hanson, Treasurer, Mr. Ed Harvey, Jail Project Administrator, Chief Joyce Klein, Sheriff Roger Scott, Mr. James Scheffers, Facilities Manager, Mr. Brian Kerner with Dewberry, Mr. Tom Leonard with Gilbane, Mr. Jeremy Roling with Gilbane and Ms. Mary Simons, Secretary.

APPROVAL OF MINUTES

Chairman Swanson called for a motion to approve the minutes for the meeting held on Tuesday, April 5, 2016. Mr. Larson made the motion and Ms. Nicholson seconded it. The motion carried unanimously.

APPROVAL OF AGENDA

The Chairman called for a motion to approve the agenda. Mr. Shepard moved to approve the agenda as presented and Ms. Nicholson seconded the motion. The motion passed unanimously.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

JAIL EXPANSION

A. CONSTRUCTION BID AWARDS: Mr. Jeremy Roling reported that 16 bids were received for which we are requesting approval today (Exhibit 1). He said 18 bid packages were issued but we did not receive bids for the elevator or the metal panel packages, however, we will be reissuing those packages. He added that they are having difficulty getting bidders for the elevator package. Mr. Roling named each of the 16 contractors and the dollar amount of their bids. He explained that Gilbane has done their usual review of the bids and discussed with each contractor the scope of their work and safety requirements. He said Gilbane feels they are all qualified and competent to do the work. He added that after the bids were submitted three of the contractors discovered issues for which the contractors and Gilbane are working to resolve. The Commissioners had a brief discussion and made some suggestions for resolving some of those issues. Mr. Larson asked how the bids that were submitted compare to the budget. Mr. Roling read the bid amounts and it was requested that Gilbane prepare an updated comparison summary excluding the elevator and metal panel packages. The Chairman asked for a motion to approve the 16 bid packages as recommended by Gilbane. Mr. Shepard made the motion to approve. Mr. Larson seconded the motion and it passed unanimously. Ms. Nicholson asked when the bids will be due for the elevator and the metal panel packages. Mr. Leonard explained that Kone is the specified contractor for the elevator, however, Kone is experiencing a lack of staff to install the elevator for our project within our time frame. Mr. Leonard said that Kone provides all the technical and shaft size requirements most suitable for our project, therefore, we are working closely with them. He said we continue to work with other manufacturers but some of them would require design changes because of shaft size which will require the addition of a machine room. He said this could have a dramatic impact on our floor plan. He said no matter which manufacturer we use it will require change orders. The question was asked if we could wait until 2018 to install the elevator, Mr. Leonard responded that he has discussed the platform and the shaft size with Kone and at this point we are not ruling out anything. Mr. Kerner added that we are exploring every avenue to make this work.

B. PROJECT BUDGET: Referring to his hand-out (Exhibit 2), Mr. Hanson stated that the budgeted amount for the project is \$34,800,000.00, He described the construction costs and said that we are carrying a contingency of 4% which is almost 2.2 million dollars. He said the other sections of the handout show the professional services of the team members and the last section shows the "soft costs". Chairman Swanson asked what is meant by "soft costs" and if those are biddable items

or will they be hired directly by the county. Mr. Hanson said they could be both citing some examples. Mr. Larson asked if there is a projected occupancy/opening date set. Mr. Hanson responded that the projected construction end date is in late January 2018 with a phase-in period slated for July 2018 but perhaps sooner. Ms. Nicholson asked if construction testing is part of allowances. Mr. Kerner responded that it is a separate contract through TSC Testing in DeKalb. He said Gilbane got several proposals for the construction testing and TSC was selected along with EQ the Commissioning agent who is an independent third party testing agent. They will test all the systems to make sure everything is working properly before turning the building over to the County. Mr. Harvey commented that the Commissioning Agent has been actively involved throughout the planning stages with comments back to Dewberry to make sure everything meets the owners requirements. Mr. Kerner stated that all the comments and responses are also available to view online. Further general discussion regarding the budget handout occurred.

C. REPORT ON OUTSTANDING LOANS: Mr. Hanson reported that this page in the handout (Exhibit 3) is in response to a request made by the Commissioners at their last meeting for the status of the outstanding loans. He said he has discussed the request with our Auditors and a status report will be included in our next audit and in the future. However, until that time Mr. Hanson said he will provide monthly or quarterly updates on the loan status. He said at this point we have only one loan of 1.5 million dollars from the PBC Capital Improvement Reserve. Mr. Shepard asked if that money is being used to cover some of the "soft costs" currently being incurred in the jail project. Mr. Hanson responded affirmatively. Mr. Hanson added that he has listed on this report some of the funds that we may be drawing from for additional loans such as the Forest Preserve and the County. He said we intend to issue bonds sometime in 2017 and we will begin paying ourselves back as we need to. He added that there are 3 loans shown but there could be more which will be shown as we need them.

D. CHANGE ORDER REQUESTS AND APPROVALS: Mr. Kerner referred to the page in his handout titled "Change Order Log"(Exhibit 4). He explained that when a Request For Proposal is ordered it contains the RFP number, a general description, attachments, the day it is sent to Gilbane along with a response date from the contractor and the cost. Mr. Kerner said the first item on this report is for \$2,042.00 which was approved by the PBC at it's April meeting. He said we are putting these into different columns to show what type of change order it is because as we get further into the project there will be a lot of questions asked about the changes and this will help us track them. We will try to put the changes into the column that best describes it so that we don't have to add a lot of extra columns. Regarding the second item on the report, Mr. Kerner explained that it is a request by the City of Sycamore which includes another water line and a fire hydrant, a request from ComEd and additional utility work which was estimated at \$66,057.84. However, after meeting with the City of Sycamore, they said the water line and fire hydrant are not required. Mr. Kerner said he received the new figure today which is for \$29,148.83. He said they will be tracking the items from the City and if they are related to any IGA items we will try to get the money back from the City at the end. Mr. Kerner described item 3 on the report for the amount of \$533.83. Mr. Kerner added they will provide an updated change order log with the new additions at all future PBC meetings. At this time Mr. Hanson requested a report regarding the water and sanitary services which were connected to the old properties acquired by the County. Mr. Roling explained that during some necessary excavation we found 2 old lead water services and 2 sanitary services that ran to some of the old houses and no one is sure where they go. As a result the City has requested as part of this project to trace them back to the water man and to cut and cap them directly at the main. Mr. Roling explained in detail how this work would have to be done. Since we do not know what will be involved in doing the work we can't estimate what the cost will be. Chairman Swanson asked if this is something where the City will share the cost. The response is that cost sharing is not known at this time. Mr. Scheffers said he was present when those properties were demolished and everything required by the City at that time was done. He added that because of some issues with lead pipes in other areas of the country, it could become an issue here. A lengthy discussion was held regarding this issue and the anticipated costs involved. Mr. Roling made the suggestion that this work be done on a time and materials basis and mentioned that there is a \$25,000 allowance in the Stark and Son contract. Chairman Swanson asked if at this time Mr. Roling is just reporting on this issue or if he is asking for approval of a change order. Mr. Roling responded that they are asking for direction because they cannot take direction from the City since their contract is with the County. At this time Mr. Hanson spoke about a statutory requirement regarding change orders over \$10,000.00 which requires signed documentation by the members of the Commission. He added that we will routinely have these documents (Exhibit 5) available for signature when required. Following a discussion about this requirement, Mr. Larson made a motion to approve Change Orders 2 and 3. The motion was seconded by Ms. Nicholson and passed unanimously. A discussion then occurred regarding the request for direction by Gilbane about how to proceed with the 2 water and sewer services. Ms. Nicholson made a motion to authorize Stark and Son on a time and materials basis to proceed to remove the lead pipe at the main for the water and sewer services for the two properties located on Locust Street.

E. CONSTRUCTION UPDATE: (Exhibit 6) Mr. Kerner referred to the first page of his handout to update everyone on the construction progress. He spoke about the dates the bid packages were issued and said that the packages for the elevator and metal panels will be issued in about a week. He said the second page is the scheduling with IDOT and shows where we are with the permitting process. Mr. Kerner said that it is difficult to get a response from IDOT adding that the City is working with us to get that permit soon. He said the other permits and easements we have received are indicated on the report. Mr. Kerner said they are continuing to review shop drawings and comments and we are addressing those comments. He added that as construction begins we will be on site to observe it. Reporting on the actual construction, Mr. Roling said that the City is holding off on issuing the Phase One permit until the IDOT permit is received, therefore, we have asked for a conditional permit from the City for seven activities so that we can get started. Mr. Roling said those activities are for the water main, some of the storm and sanitary sewer work, removal of dirt, digging the new retention pond and demolition of pavement and sidewalks. Mr. Roling said they are also running water main work south on Locust Street. He said they cannot connect to Route 23 until they receive the IDOT permit but can run water mains until they reach approximately 20 feet away which should take about 1 ½ weeks. He said in order to keep the crews here we will start some of the sanitary sewer work. Mr. Hanson asked if they receive the permit can they continue working. Mr. Roling said that is the goal. Mr. Larson asked if there is going to be a retention pond in this area and if it will be wet or dry. Mr. Roling said it will be mostly dry, will be located at the corner of Locust and Exchange Streets and can hold up to 16 inches of water. He said this is part of the City of Sycamore requirements for water run-off. Mr. Larson expressed his concerns about a retention pond located in the downtown area. Mr. Roling said that sidewalk and concrete demolition is ongoing and we will begin prepping the area for replacement. He said the goal is to get Exchange Street reopened to a two way street, get the fencing installed and to get the actual construction started. He said that ComEd crews have been working on site all week and we are also working with Comcast and Frontier.

ACCEPT AND FILE FY2015 AUDIT REPORT

Mr. Hanson said he had earlier emailed to the Commissioners this report and he would be glad to answer any questions today or at some future time. Mr. Larson made a motion to accept and file the FY2015 Audit Report. Mr. Lundgren seconded the motion. The motion passed unanimously.

OLD/NEW BUSINESS

There was no Old/New Business

ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Larson and seconded by Ms. Nicholson. The motion passed unanimously. The meeting was adjourned at 9:43 A.M.

Larry Lundgren, Vice Chairman

Mary G. Simons, Secretary

<u>Commissioner</u>	<u>Expiration of Term</u>	<u>Office</u>	<u>Original Appointment</u>
Mr. Matt Swanson	September 30, 2017	Chairman	September 19, 2007
Mr. Larry Lundgren	September 30, 2019	Vice Chairman	April 2, 2010
Mr. Mike Larson	September 30, 2020	Commissioner	November 17, 2010
Mr. Charles Shepard	September 30, 2016	Commissioner	October 1, 2011
Ms. Cheryl Nicholson	September 30, 2018	Commissioner	August 19, 2015

Non Voting-Commissioner:

Ms. Mary G. Simons	September 30, 2015	Secretary	March 7, 2000
Mr. Gary H. Hanson	September 30, 2015	Treasurer	February 18, 1984