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## **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, SECTION 1031 THROUGH SECTION 1054 AND CURRENTLY UNDER ILLINOIS COMPILED STATUTES 50 ILCS 20/1 et seq.

### **MEETING OF TUESDAY, AUGUST 4, 2020**

#### ***Due to COVID-19, this Meeting was held as a Virtual Public Meeting***

The Board of Commissioners of the DeKalb County Public Building Commission (hereinafter "Commission") met virtually in regular session through a cloud-based, peer-to-peer software platform called Zoom on Tuesday, August 4, 2020, at 8:30 a.m. pursuant to written notice to each Commissioner as required by the By-Laws.

#### **ROLL CALL**

Chairman Swanson called the meeting to order at 8:30 a.m. and requested the Secretary to call the roll. Those Commissioners virtually present were Vice-Chairman Larry Lundgren, Ms. Cheryl Nicholson, Mr. Mike Larson, Mr. Chuck Shepard, and Chairman Matt Swanson. A quorum was established with all five Commissioners present.

Others present via Zoom included: Commission Treasurer Gary Hanson, Mr. John Heimbach with Larson & Darby Group, Ms. Megan Simon with Ringland-Johnson Construction, County Facilities Management Office Director Jim Scheffers, Vice President of Management Performance Associates Scott Gima, Rehab & Nursing Center Maintenance Supervisor Steve O'Bryan, DCRNC Operating Board Chairman and County Board Member Jeff Whelan, County Board Member Steve Faivre, Deputy County Administrator Derek Hiland, and County Finance Director Pete Stefan. Commission Secretary Tasha Sims was absent.

#### **APPROVAL OF AGENDA**

**Mr. Larson moved to approve the agenda. Mr. Shepherd seconded the motion and it was approved unanimously by roll call vote.**

#### **APPROVAL OF MINUTES**

**Ms. Nicholson moved to approve the minutes of the Tuesday, July 7, 2020 meeting. Mr. Larson seconded the motion and it was carried unanimously by roll call vote.**

#### **PUBLIC COMMENTS**

There were no public comments.

#### **NURSING HOME EXPANSION PROJECT**

##### **Project Update**

Ms. Megan Simon, Project Manager from Ringland-Johnson Construction, reported on items currently being worked on including the areas of lighting, fire alarm wiring, flooring in the bathrooms, door hardware, courtyard sidewalk, and service kitchens. and shared construction photos from various locations throughout the building. She also shared photos of the various construction areas.

## Change Order Request

The Commissioners were provided with the updated Change Order Proposal Log. Items in white are ongoing issues that are under review, the gray are items that have been previously discussed and approved, and items up for discussion currently are yellow.

The Commissioners were requested to approve the following Potential Change Order (PCO) requests:

- PCO #84            Finishes to Storage Room 749 for \$6,919.32  
*(Item#80)            Commissioners stipulated that the change order log be amended to reflect that this be moved from a client request to a design development request.*
- PCO #85            Dining Room 219 & 496 Ceiling Credit for credit of (\$6,000)  
*(Item#103)            Commissioners put this item on hold until the next meeting.*  
**HOLD**
- PCO #93            Demo of Boiler Room Renovations for \$16,045.03  
*(Item#59)            Commissioners stipulated that the \$1,200 for balancing and fees be removed via a future reconciliation change order and that the change order log be amended to reflect that this be moved from a client request to a design development request.*
- PCO #94            Half Column at the Entrance for credit of (\$642.28)  
*(Item#115)            Commissioners stipulated that the change order log be amended to reflect that this be moved from a client request to a design development request.*
- PCO #95            Lobby Signage Infill for \$891.86  
*(Item#125)*
- PCO #96            SW Serving Kitchen Walkway for \$8,137.17  
*(Item#109)            Commissioners changed this to a time and material basis with an amount not to exceed \$5,000.*
- PCO #97            Dehumidification & Air Conditioning for July for \$3,712.00  
*(Item#123)*

A complete description of each item is on “Change Order Flash Update 15” dated August 4, 2020 and attached to, and made a part of, these minutes. In addition, also made part of these minutes is the attachment labeled “DeKalb County Nursing Home Renovation Additions; Change Order Proposal Log” dated July 30, 2020.

**Ms. Nicholson moved to approve all of the above listed PCOs, except as noted in italics immediately below specific items. Mr. Shepherd seconded the motion and it was carried unanimously by roll call vote.**

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## **UPCOMING CHANGE ORDERS**

Mr. Heimbach noted that they are in the process of reviewing pricing on the following items:

Item #59	Demolition of Existing Finishes on the Boiler Room Walls
Item #88	Elimination of Renovation Work in Building B South Wing
Item #101	Heating Hot Water Controls

A complete description of each item is on “Change Order Flash Update 15” dated August 4, 2020 and attached to, and made a part of, these minutes.

## **BOND SALE UPDATE**

Mr. Hanson informed the Commissioners that the County would be receiving their bond rating from Moody’s Investor Services on Friday, August 7<sup>th</sup>. Once that rating is released, then all the pieces should be in place to move forward with the sale of bonds, currently scheduled for Thursday, August 20<sup>th</sup>. The County will sell \$13,000,000 to finance the Rehab & Nursing Center Expansion Project. Mr. Shepherd requested that the Commissioners be provided an update when the rating is received and when the bonds are sold.

## **ANNUAL AUDIT REPORT**

Mr. Hanson informed the Commissioners that the annual audit for the Commission has been released by the auditing firm of Sikich of Naperville, IL. The audit is for the 12 months ending December 31, 2019. The audit is available on the County’s website for the general public and the Commissioner requested that a hard copy of the report be mailed to each of them.

## **OLD BUSINESS / NEW BUSINESS**

Steve O’Bryan brought up the matter of excess dirt from the construction site that is being stockpiled on Nursing Home grounds. He noted that the City and Township were working on adding dirt to the ditches along Dresser Road for an eventual bike path and Mr. O’Bryan thought this may be a way to divest of our dirt pile and save money for the other entities by not hauling dirt so far. Mr. Shepard suggested that the Commission act on this quickly before dirt is hauled in from other locations. All the Commissioners agreed and they asked Mr. Hanson to make the necessary contacts to see if this could be accomplished.

## **NEXT MEETING DATE**

The next Public Building Commission Meeting is scheduled for Tuesday, September 1, 2020 at 8:30 a.m. The location is to be determined on whether it will be held virtually or in-person at this point.

## **EXECUTIVE SESSION**

A motion was made at 10:04am by Mr. Larson, and seconded by Mr. Shepherd, to go into closed session for purposes of litigation. A roll call vote was made and the motion passed unanimously.

The Commission returned to open session at 11:07am.

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**ADJOURNMENT**

**A motion to adjourn by Ms. Nicholson, seconded by Mr. Shepherd and approved unanimously by a roll call vote.**

\_\_\_\_\_  
Matt Swanson, Chairman

\_\_\_\_\_  
Gary Hanson, Recording Secretary

<b><u>Commissioners</u></b>	<b><u>Expiration of Term</u></b>	<b><u>Office</u></b>	<b><u>Original Appointment</u></b>
Mr. Mike Larson	September 30, 2020	Commissioner	November 17, 2010
Mr. Larry Lundgren	September 30, 2024	Vice-Chairman	April 2, 2010
Ms. Cheryl Nicholson	September 30, 2023	Commissioner	August 19, 2015
Mr. Charles Shepard	September 30, 2021	Commissioner	October 1, 2011
Mr. Matt Swanson	September 30, 2022	Chairman	September 19, 2007
<b><u>Non-Voting Officers</u></b>			
Ms. Tasha Sims	September 30, 2020	Secretary	October 4, 2016
Mr. Gary H. Hanson	September 30, 2020	Treasurer	February 18, 1984

To: DeKalb County Public Building Commission

Cc: Gary Hanson  
County Administrator

Mike Scavotto/Scott Gima  
Management Performance Associates

From: Megan Simon, Ringland-Johnson Construction  
John Heimbach, Larson & Darby Group

Date: August 4, 2020

Re: **Change Order Flash Update 15**  
DCRNC Project

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MPA, Ringland-Johnson and Larson & Darby have developed this “Flash Update” memo to improve the communication and status of change orders to the Public Building Commission. The PBC will receive these updates periodically between PBC meetings.

The Change Order log that you are accustomed to seeing accompanies the flash update.

Do not hesitate to call either of us with any questions. We welcome your feedback on the utility of this update so feel free to zap us an email with your comments and suggestions.

John Heimbach  
Senior Project Architect  
Office: 815.484.0739, Ext 128



Megan Simon  
Project Manager  
Ringland-Johnson Construction  
Cell: 815.703.9365



## **Change Order Updates**

No ongoing updates this month

### **Action Items**

#### **Item #80 – PCO #84**

##### **Finishes for Storage 749**

###### Issue:

The bid documents did not include Storage 749 on the Finish Schedule and these finishes were not included in the bid price. This proposal provides pricing for the finishes in this room including wall base and flooring. The suspended ceiling system for this space was shown on the reflected ceiling plan and was covered in the base bid pricing.

Cost for this change proposal includes the following;

Materials:	\$3,631.00
Labor:	\$2,616.00

###### Status:

This work has not been completed.

###### Cost of Change:

\$ 6,601.24 (including fees)

#### **Item #103 – PCO #85**

##### **Dining Room Ceiling Credit**

###### Issue:

The bid documents included new ceilings to be installed in the existing dining rooms where other new finishes were to be upgraded. The condition of the existing ceilings were acceptable and the costs associated with this work is being credited back to the project. This credit includes both labor and materials.

Credit includes the following;

Materials:	\$3,211.98
Labor:	\$2,787.60

###### Cost of Change:

(\$6,000) Deduct

**Item #115 – PCO #94**

**Elimination of Brick Pedestals in Landscape Fencing near Main Entrance**

Issue:

Late in the project design, the fencing around the sitting areas near the main entrance was changed and two brick pedestals were eliminated. The cost of these pedestals was included in the bid price and are now credited back to the project.

Cost for this change includes labor and materials.

Status:

This work has not been completed.

Cost of Change:

(\$642,28)

**Item #123 – PCO #97**

**Temporary Air Conditioning and Dehumidification for July**

Issue:

Temporary supplemental cooling units were provided as part of this cost for short term cooling and dehumidification for the month of July.

Status:

This represents the July costs for this equipment.

Cost of Change:

\$ 3,712.000

**Item #125 – PCO #95**

**Lobby Signage Infill**

Issue:

The original design included a recessed area within the new stone wall in the Lobby for a new facility sign. The owner asked to fill in this recess to match the adjacent stone. New signage for the facility will be part of the overall signage budget and will be determined at a later date.

Cost includes labor and materials.

Status:

This work has not been completed.

Cost of Change:

\$891.86

## **Current Issues.**

### **Item #59 – PCO #93**

#### **Changes and Additions to the Boiler Addition**

##### Issue:

This change includes removal of the finishes on the exterior wall that now serves as the dividing wall between the existing building and the new addition. This work also includes the addition of a new exhaust fan to serve the electrical switch gear room, and the rerouting of an existing drain for the fire protection system.

Costs for this change proposal include the following;

Demolition	\$3,518
Fire Protection Modifications	\$1,618
Drywall	\$1,700
Replace Existing Exhaust Fan	\$8,348
<b>\$3,850 Exhaust Fan</b>	
<b>\$2,640 Interlock and Controls</b>	
<b>\$1,200 Balancing</b>	

##### Status:

This work has not been completed.

##### Cost of Change:

\$ 16,045.03 (including fees)

### **Item #88 – PCO #81**

#### **Elimination of Renovation Work in Building 'B' South Wing**

##### Issue:

Due to issues related to the COVID 19 epidemic, the 13 resident rooms in the south wing of Building 'B' are needed for daily operations of the nursing home. These rooms were originally intended to be renovated and made available as Medicare rooms.

##### Status:

Six of the 13 rooms in this wing have received new finishes and there are an seven that are waiting to be renovated. The remaining work in these seven rooms is delayed indefinitely until this current epidemic subsides. The remaining work includes feeds and connection points for oxygen and vacuum, new electrical outlets, new finishes including in the associated toilet rooms. The credited costs include both labor and materials.

##### Cost of Change:

Costs are still in review

**Item #101 – PCO #92**

**Heating Hot Water Controls**

Issue:

The additional controls for the heating hot water system are being requested as an upgrade to the new and existing system at the request of the owner. The existing systems were installed with the original building and are approximately 20 years old. These upgrades will provide better control features and will help the systems to operate more efficiently and will provide a more reliable system in the next years to come.

Status:

This work has not been completed and it is projected that it will cause an extension to the schedule by approximately six weeks.

Cost of Change:

Costs and scope are still being reviewed.

**Item #109 – PCO #96**

**SW Serving Kitchen Walkway**

Issue:

Although the existing walkway was removed to construct the new Serving Kitchen, this new walkway was not included in the Civil Layout. This walkway is a required path of egress from the SW Dining Room 251. The new walkway is approximately 400sf of 5” concrete on 4” gravel base.

Status:

This work has not been completed.

Cost of Change:

Costs are still in review



217-139  
DeKalb County Nursing Home Renovation Additions  
Change Order Proposal Log

ITEM #	PCO #	AIA #	Description	Originator	Originated Date	Pending Owner Change Orders	Approved Owner Change Orders	Pending Schedule Contingency	Approved Schedule Contingency	Pending Construction Contingency	Approved Construction Contingency	Status	notes, comments	Closed
24	71		Finishes to Nurses Station	Owner - Steve	5/28/2019	\$71,910.98						IN REVIEW	MTN; Midwest Decorating	
24	74		Finishes to Existing Corridor 201	Owner - Steve	5/28/2019	\$15,076.03						IN REVIEW	MTN; Midwest Decorating	
24	75		Finishes to Existing Corridor 493	Owner - Steve	5/28/2019	\$16,175.01						IN REVIEW	MTN; Midwest Decorating	
89	79		Reconcile of Plumbing Fixtures Removal & Reinstallation (PCO-045)	RJC	5/20/2020					(\$406.00)		IN REVIEW	In Progress - HALF Submitted in April PBC;	
97	81		Credit to Remove 480 Wing	Owner	4/16/2020	(\$32,049.48)						IN REVIEW	John reviewing this PCO	
59	93		Demo of Boiler Room Renovations	Owner - Steve	12/10/2019	\$16,045.03						August PBC		
80	84		Finishes Storage Room 749	Owner	3/3/2020	\$6,919.32						August PBC		
103	85		Dining Rooms 219 & 496 Ceiling Credit	Architect						(\$6,000.00)		August PBC	John reviewing this PCO	
109	96		SW Serving Kitchen Walkway	Owner	4/1/2019					\$8,137.17		August PBC		
115	94		RFI # 084 Half Column at the Entrance	Architect	6/18/2020	(\$642.28)						August PBC		
120	92		Mechanical Controls Changes - Hot Water	Architect	5/13/2020	\$34,342.37						August PBC		
123	97		Dehumidification & Air Conditioning - July	Owner	7/31/2020			\$3,712.00				August PBC		
124	98		Additional General Requirements, Bond & Insurance	RJC	7/28/2020			\$47,264.41				August PBC		
125	95		Lobby Signage Infill	Owner	7/15/2020	\$891.86						August PBC		
98			Delayed Schedule	Owner	4/2/2020							RJC	RJC sent out for pricing	
102			Decorative Metal Railing on Roof	Architect	4/4/2020							RJC	RJC Reviewing	
107			Vestibule Air Curtain	Owner	7/7/2020							RJC	Out of Pricing with CMI	
110			Bldg B Nurse Station Piping Modifications	Owner	6/9/2020							Larson & Darby	Credit from MOST	
112			Internal Use		1/9/2020								DBM & Rockwell Backcharge / GC Charge	
113			Nurse Station Balancing	Architect	4/9/2020							Larson & Darby		
116			O2 Concrete Pad	Architect	6/18/2020							RJC	Out for Pricing	
117			480 Wing Additional Electrical	Architect	6/18/2020							Larson & Darby	Waiting for Directive from L&D	
121			Fire Lane Modifications & Elevations	Owner	7/7/2020							Still in Progress	Being Tracked as T&M by Dupage	
122			Internal Use		7/7/2020							RJC	CMI Backcharge/ Boss Charge	
126														
127														
128														
129														
130														
						Starting Balance	\$12,587,489.00	Starting Balance	\$154,324.00	Starting Balance	\$342,729.00			
						Current Balance	\$239,239.81	Current Balance	\$34,375.39	Current Balance	\$167,385.75			
						Balance Including Pending COs	\$12,826,728.81	Balance Including Pending COs	\$119,948.61	Balance Including Pending COs	\$175,343.25			