

CAPITAL

IMPROVEMENTS

COMMITTEE

RESOLUTIONS



**Capital Improvements Committee
Resolution #10-251**

**RESOLUTION OF THE COUNTY BOARD
WILL COUNTY, ILLINOIS**

**Authorizing County Executive to Execute a Professional Services
Agreement with Wight & Company for Phase II/Continuation of Services of the
Facility Needs Analysis Planning Proposal**

WHEREAS, Will County desires to continue with the next phase of the facility needs analysis by establishing a facility master plan that will address Will County's long-term needs; and

WHEREAS, the County Executive's Office has completed a successful negotiation process with Wight & Company for the next phase of the facility needs analysis and recommends execution of a professional services contract with Wight & Company based upon the attached June 29, 2010, Facility Needs Analysis Continuation of Services for Planning Professional Services Proposal.

NOW ,THEREFORE, BE IT RESOLVED, that the Will County Board concurs with the recommendation and hereby authorizes the County Executive to execute a professional services contract with Wight & Company to establish a facility master plan that will address Will County's long-term needs.

BE IT FURTHER RESOLVED, that the Preamble of this Resolution is hereby adopted as if fully set forth herein. This Resolution shall be in full force and effect upon its passage and approval as provided by law.

Adopted by the Will County Board this 15th day of July, 2010.

VOTE: YES: _____ NO: _____ PASS: _____ (SEAL)

Nancy Schultz Voots
Will County Clerk

Approved this _____ day of _____, 2010.

Lawrence M. Walsh
Will County Executive



June 29, 2010

Mr. Matt Ryan
Chief of Staff to the County Executive
Will County
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Joliet, IL 60432

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***WILL COUNTY FACILITY NEEDS ANALYSIS
CONTINUATION OF SERVICES FOR PLANNING
PROFESSIONAL SERVICES PROPOSAL***

Dear Mr. Ryan:

Wight & Company (Wight) is pleased to submit this proposal to Will County (County) for planning services as a continuation to the work recently completed on the Facility Needs Analysis project. We have prepared our proposal in the following four parts:

- ***PROJECT UNDERSTANDING***
- ***SCOPE OF SERVICES***
- ***SCHEDULE***
- ***COMPENSATION***

PROJECT UNDERSTANDING

It is our understanding that as the next phase of the recently completed Facility Needs Analysis project, the County would like Wight to provide planning services to assist the County in determining how to address the projected facility space needs. The focus of the work will be to establish a facility master plan that will address long-term County needs. To achieve this, decisions will be made on where various County Government and Judicial Functions will be located long-term, and then individual departmental gross square footage needs from the Facility Needs Study will be added up to determine total building size requirements at the designated locations. This planning will address long-term needs at the 20-year planning horizon in order to set direction, which the County can then use to make decisions on how to implement short and mid-term strategies to reach the identified long-term objectives.

Additionally, properties will be evaluated for their ability to support the identified facility and parking needs, and to determine factors which would have a cost impact. The site analysis will include a preliminary assessment of utility infrastructure, storm water detention and general suitability for construction. Sites to be assessed include:

1. First Midwest Bank Site (Possible Courthouse Site)
2. Will County Office Building Site
3. Laraway Road Site
4. Health Department Site
5. Proposed 911 Western County Site
6. Highway Department Site (New Site @ Arsenal)

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Utilizing the calculated building square footage totals and information determined through property evaluations, Wight will prepare site block planning concepts showing building and parking layouts to determine a workable planning concept. This planning concept will then be used as a basis for determining a projected project cost budget. The cost budget based on 2010 dollars will include hard construction costs for building and site development on a per square foot basis and reasonable soft cost allowances for professional fees, contingency, property acquisition as necessary and other owner designated allowances.

The County will identify a designated representative from the County Executive’s Office to provide day to day direction on the project assignment. Additionally, the County will establish a leadership group to attend a series of planning workshops to review options presented by Wight and provide direction on final planning solutions.

Team Organization

Mr. Jason Dwyer will be our Project Executive responsible for this assignment. Mr. Kevin Havens will be the principal planner. Other staff resources from Wight & Company and Carter Goble Lee will be utilized as necessary to complete the assignment.

SCOPE OF SERVICES

Wight & Company is proposing to provide the following scope of services for this assignment.

PROPERTY EVALUATION

The properties identified in the project understanding will be evaluated to determine their ability for use in addressing the projected needs and to determine opportunities, constraints and items that will have an impact on cost in the future. To begin this effort, we will need all available property information from the County including any property boundary and topographical surveys, utility information identifying water service, storm sewer and sanitary sewer and zoning designations of the subject property and surrounding properties. Site visits will be made to identify any site issues that would impact the sites suitability for construction or that would have an impact on costs. This evaluation effort is not intended to be an extensive property due diligence analysis, but rather a preliminary review in order to establish parameters that will be helpful in the next step, planning concept phase of work.

PLANNING CONCEPTS

To begin the planning concept phase, we propose to conduct a workshop with the County leadership group to begin identifying priorities and organizational planning objectives including the following:

- Adjacency planning for operational efficiency and ease of use by citizens.
- Building location planning and focus on satellite locations.
- Use of owned assets versus leased space including use of existing assets.
- Considerations for future property acquisition.
- Beginning to establish priorities for implementation.

Based on the information gathered and decisions reached at the kick-off workshop, we propose to generate organizational models identifying where each County Judicial and Non-Judicial

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Department will be located in the future and what the resulting square footage for the projected building will need to be to accommodate the occupants. Once the organizational models are developed, we propose to determine the associated parking needs and discuss how those needs can be met either through County owned surface parking or structured parking, or other public parking strategies. The identified needs for buildings and parking will then be graphically illustrated as "test fit" planning concepts on each identified site location using the data gathered in the property evaluation phase of this assignment. The planning concepts will be illustrated as colored site plan diagrams with data on anticipated building height and area to meet the overall square footage needs. We anticipate the generation of the following planning concepts for this assignment:

1. Courthouse Campus including First Midwest Bank site, existing Courthouse and Court Annex/EMCO (2 Concepts and Parking Structure)
2. Government Center Site (2 Concepts and Parking Structure)
3. Laraway Road Site (1 Concept)
4. Potential New Sheriff's "Policing" Operations Site (1 Concept, Non Site Specific)
5. Proposed 911 Western County Site (1 Concept incorporating planning work done by others and exploring potential additional options)
6. Health Department Campus – Ella Avenue (1 Concept)
7. Highway Department Site – New Location (1 Concept)
8. Northern County Satellite Site (Data only on building size, parking, and site area needed)
9. Eastern County Satellite Site (Data only on building size, parking, and site area needed)

The northern and eastern county satellite site options are anticipated to be planning data outlining a potential building size, associated parking and an overall site area that would be needed based on the projected uses of the site. When considering these satellite locations we plan to explore with the Leadership Group the potential for merging existing satellite functions such as Health Department, Sheriff's substations, etc. into a combined multi-use satellite location. This information could then be used by the County as a tool to evaluate potential property options for acquisition.

During this phase of the assignment, we anticipate regular meeting workshops with the Leadership Group to present concepts, review options and set direction. We also anticipate meetings with a couple key departments (such as the Health Department, Highway Department and Sheriff) to gain feedback in order to effectively develop concept layouts. At an agreed upon appropriate level of completion during the planning phase we plan to make a public presentation of the planning efforts in order to inform and gather feedback from public constituents on the planning efforts. We have also included time for two meetings with City of Joliet staff to share planning considerations and to allow for coordination on facilities planned in the downtown Joliet area.

PROJECT BUDGET ANALYSIS AND PRIORITIZATION

As planning concepts are being developed, we will also be developing project budgets to determine the capital dollars that will be necessary to execute the anticipated projects. Each project will have a simple narrative outlining the planning assumptions that were used in determining the project hard costs. Project budgets will be developed to include hard construction costs for building and site development as well as project soft costs for fees,

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contingencies, land acquisition if necessary, and other owner designated allowances. All budgets will be established in 2010 dollars.

Based on needs, projected costs and other planning considerations, Wight will assist the Leadership Group in determining the prioritization of the various identified projects. Wight will also assist the County in developing a potential timeline for implementation over the project planning horizon.

SCHEDULE

We are prepared to begin this planning effort immediately upon your authorization to proceed and would start the process by working with the County Executive's office to coordinate a mutually acceptable schedule for the completion of this assignment. It will be important to plan out regular meetings and workshops with the core Leadership Group in order to keep the planning efforts on track.

COMPENSATION

Wight proposes to provide the scope of services described in this proposal for a **fixed fee of One Hundred Eight Thousand Nine Hundred and Twenty Dollars (\$108,920)**.

Since there is an unused reimbursable budget remaining on the current Will County Facility Needs Analysis assignment, we propose to bill reimbursable expenses at direct cost to that project. Following is a list of typical reimbursable expenses:

1. CAD plots, reproductions, and delivery costs of drawings, specifications, and reports.
2. Supplies, materials and costs related to specific reports and presentations.
3. Travel at the IRS approved rate per mile.

Wight will invoice monthly based on a percentage of work completed and invoices will be due within 30-days.

We thank you for the opportunity to continue our partnering relationship with Will County and look forward to working with you on this exciting next step in planning for the future. If this proposal meets your approval, please sign one copy of this proposal on the following page and return it to us. If you have any questions regarding this proposal, please do not hesitate to contact Jason Dwyer at (630) 739-6921.

Respectfully submitted,

WIGHT & COMPANY



Jason P. Dwyer, AIA, LEED AP
Project Executive



Stephen J. Collins
Vice President
Government Programs

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ACCEPTED BY:
Will County

Signature: _____

Name: _____

Title: _____

Date: _____

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