



March 1, 2010

Mr. Timothy Harbaugh
Director, Department of Environmental
and Building Management
Kane County
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Geneva, IL 60134

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***KANE COUNTY
JUDICIAL OPTIONS FEASIBILITY STUDY
PROFESSIONAL SERVICES PROPOSAL***

Dear Mr. Harbaugh:

Wight & Company (Wight) is pleased to submit this proposal to Kane County (County) to provide a feasibility study to explore different options which could address the short and long term needs of the Judiciary. We have prepared our proposal in the following four parts:

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

PROJECT UNDERSTANDING

It is our understanding that the County would like Wight to complete a feasibility and cost study of options to address both short and long-term needs of the judiciary. Three (3) additional circuit judges have been authorized for the 16th Judicial Circuit Court and will be seated in December of 2010.

There are short-term needs to provide courtroom and associated support space for these new judges. Based on discussions at the January 5, 2010 Committee of the Whole meeting, we understand there will also be an impact on the supportive court agency offices including State's Attorney, Sheriff, Circuit Court Clerk and possibly the Public Defender. In addition, the current master plan details a growing mid and long-term judiciary need including all supportive agency offices. The County wishes to explore several options to address both these short and long-term needs. This study will include the definition of the specific staffing required as well as the associated space needs and development of options to address these needs. The study will also include a project construction cost analysis, and an operations cost analysis for staffing and building operations for each option.

The following options to address these needs will be analyzed:

1. Construction of three (3) new courtrooms and associated support space at the 540 S. Randall Road facility.
2. Transfer of agency offices from the Judicial Center to new space at the 540 S. Randall Road facility and the construction of three (3) new courtrooms in the vacated space at the Judicial Center.

3. Construction of a new court agency office wing addition to the Judicial Center and the construction of three (3) new courtrooms in the vacated space at the Judicial Center.
4. Renovation of the Third Street Courthouse to accommodate the new judges which may involve modifying or building out space for the displaced function(s) from Third Street.
5. Accommodate additional judges and anticipated staff through alternative scheduling / expanded hours of operation without renovation / construction of new facilities.
6. Construction of the second planned courtroom at the Juvenile Justice Center (JJC) and review of impact on court agency offices to be displaced.

Option number 1 will have sub-options that could address short-term needs (three (3) courtrooms and limited support / agency office space) and address mid-term needs for more courtrooms and/or additional agency office space should a long-term solution to the projected needs be deemed infeasible at this time. Option #3 will also explore sub-options for the extent of overall building construction and the amount of space that will be finished for occupancy versus that which might be left as shell space for future build-out growth. Option #3 will also include the assessment of parking impacts and options for addressing parking needs including additional surface parking and structured parking.

SCOPE OF SERVICES

Wight proposes to provide the following deliverable items based on an analysis for each of the options listed under Project Understanding:

DELIVERABLES:

1. Written narrative describing the details of the options and the space needs time horizon that it addresses.
2. Square footage program defining the space to be constructed or renovated.
3. Conceptual plan drawing(s) depicting the options and other illustrations or sections needed to convey the concept.
4. Project cost budget, in FY 2010 dollars, including projections for fees, furniture, fixtures and equipment and other soft costs.
5. Operational cost budget
 - a. Anticipated staffing costs.
 - b. Building maintenance and utility operations costs.
6. Assessment of the positives and negatives of each option.
7. Site impact analysis and assessment of the logistical impact of implementation.
8. Preliminary schedule for implementation and listing of required next steps.

To accomplish these deliverables, we propose to provide the following services:

PRELIMINARY INVESTIGATION / DATA COLLECTION PHASE

To kick-off this project assignment, we propose to present the final updated Judicial Center Site Master Plan that was completed under our prior contracted scope of services. This will be presented along with a summary of this Judicial Options Feasibility Study scope in order to kick-off this planning effort and establish expectations and schedule. We anticipate making this presentation first to the Committee of the Whole followed by the Advisory Committee in more detail and then in a simplified version to the full County Board.

We propose to conduct follow-up meetings with planning participants of each of the judicial offices (Judges, State's Attorney, Court Services, Circuit Court Clerk, Public Defender), collectively referred to as the Judiciary, in order to confirm the preliminary staffing projections made as part of the master planning process. We will also gain consensus on the specific staffing impact of each additional judge and the impact on staffing of remote office locations. In addition, we will meet with the Sheriff's office to determine the specific staffing impacts of remote agency office and court operations as well as specifics related to security and visitor screening. In evaluating these needs, staffing costs of salary and benefits will also be defined through input from the Judiciary and the County Finance office.

Using the updated staffing information, more precise space needs will be developed to assist in the conceptual planning phase. This work will be more specific to evaluating the short-term needs options, but will be used to further evaluate the extent of space that should be built in planning Option #3 of building a court agency office wing addition at the Judicial Center.

We propose to investigate the existing conditions at the 540 S. Randall Road facility, including the life safety systems, and mechanical, electrical and plumbing systems in order to have adequate information to provide project costs budgets for any potential build-out. An assessment of the current building maintenance and utility costs for the 540 S. Randall Road building as well as any capital expenditures that would be required for an expanded operation at the building. We will also investigate the conditions at the Third Street Courthouse to understand the opportunities and constraints at that building relative to its potential to address short-term needs. If a current function at Third Street needs to be moved to an alternate location, we propose to evaluate one alternate location that could accommodate the displaced function(s).

During this phase of services, in addition to our periodic update meetings with your office, we anticipate three meetings with the Judiciary Planning Group and a total of three presentations to Advisory Committee(s), County Board.

CONCEPTUAL PLANNING PHASE

With the refined staffing and space needs, we will prepare conceptual plan drawings depicting proposed solutions for each of the options in order to determine a preferred concept that addresses the needs of the particular option. The preferred concept will be reviewed by Building Management for feasibility. This concept will then be enhanced to a level necessary in order to prepare a project cost budget.

Option #3 will require a more substantial level of drawing in order to address several specific long-term issues since this will be a step forward on the implementation of the recently updated judicial center site master plan. This addition is anticipated to include a new main building entry and security screening point that would be needed to accommodate the long-term future of the building. It will also be needed to allow for a clear connection point for the anticipated future civil courts addition and proper access to a secured parking structure. This option will require an assessment of the vehicle circulation, site utility and stormwater management needs for adequate cost consideration and maintained operations. A projection of the additional potable water and sanitary demand at the site will be made for this planning concept. However, we have not included any analysis related the impact of the increased demand on the

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current intergovernmental agreement for these services or other options for providing the services.

We also propose in the consideration of Option #3 that a parking analysis be done at the judicial center site since the current parking is near or at capacity and this option if implemented would be long-term and would generate further parking demand. The parking assessment will include options for surface parking in line with the master plan vision as well as the assessment of the construction of a new parking deck which would include expansion options.

During this phase of services, in addition to our periodic update meetings with your office, we anticipate three meetings with the Judiciary Planning Group and a total of three presentations to Advisory Committee(s), County Board, and Citizens Committee.

COST AND IMPLEMENTATION ASSESSMENT PHASE

Upon completion of the conceptual planning and approval of design concept for each option, we will prepare conceptual project cost budgets, in FY 2010 dollars, that include construction cost of building and site improvements on a dollar per square foot basis with additional line item costs for specific construction cost items as necessary. The budget will also include allowances for design and construction fees, reimbursable expenses, furniture, fixtures and equipment and contingencies for the unknown. We do not plan to include cost budgets for computers and other personal technology equipment, but could add a budget item for that if the information is provided by the County's Information Technology Department.

In addition to project cost budgets for the various options, an operational cost budget will be developed with assistance from the Judiciary, County Finance and Building Maintenance offices. Staffing costs will be defined consistent with the staffing projections for each option in order to evaluate the comparative staffing costs between options. Building maintenance and utility usage costs will also be evaluated to assist in identifying the positives and negatives of the options explored and to predict the ongoing operational impact of the solution.

A logistical analysis will be made for each option to identify a sequence of implementation if phased implementation is necessary and the associated schedule that would be needed to complete the implementation. This assessment will also consider the extent of disruption that will be involved in implementation both within buildings as well as the impact to ongoing site operations, parking and vehicle circulation.

During this phase of services, in addition to our periodic update meetings with your office, we anticipate one meeting with key technical staff from the County.

FINAL DELIVERABLE AND APPROVAL PHASE

All of the information compiled will be consolidated into a single report for distribution. We also anticipate that the three presentations will be made to various leadership groups and advisory committees or the County Board to explain the report and address questions regarding the findings.

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As outlined in the preceding scope of services, we anticipate two types of meetings/presentations throughout the assignment: 1) Judicial Planning Group / Staff and 2) Advisory Committee(s) / Citizens / County Board. Following is a summary of the number of meetings and presentations anticipated for each phase of the project:

Project Phase	Judicial Group / Staff Meetings/Presentations	Advisory Committee(s), Citizens Committee, County Board Meetings/Presentations
Preliminary Investigation / Data Collection Phase	3	3
Conceptual Planning Phase	3	3
Cost & Implementation Assessment Phase	1	0
Final Deliverable & Approval Phase	0	3

To complete the outlined scope of services, we will continue to have our effort managed and lead by Jason Dwyer as the Project Executive and Kevin Havens as the Director of Design. They will be supported by additional Wight architectural, MEP engineering, structural engineering and estimating resources as required. Additionally, Carter Goble Lee (CGL), a national judicial planning firm out of South Carolina will be engaged to assist with specific staffing analysis, space programming and operational cost analysis. CGL is a recognized leader in judicial planning and has over 30 years of successful experience in the planning of judicial and correctional facilities all over the country and internationally. We also propose to engage Wills Burke Kelsey Associates to perform site utility and stormwater assessment and water and sanitary demand projections for options involving work at the Judicial Center site.

SCHEDULE

At the outset of the assignment, we propose to work with the County to develop a mutually acceptable and more detailed project schedule with projected deliverables and meeting dates. Based on our experience a project assignment of this scope and magnitude can be completed in approximately 4 months based on availability of County personnel and oversight committees for meetings and project deliverables review.

COMPENSATION

Wight proposes to provide the scope of services described in this proposal for a fixed fee of One Hundred Forty Eight Thousand Nine Hundred Thirty Dollars (\$148,930).

Wight recommends a budget for potential additional service fees be approved in the amount of Fifteen Thousand Dollars (\$15,000). This budget is established to cover potential costs of various items such as additional presentations beyond those included in the scope, and/or expanded design or cost analysis outside of the scope if deemed necessary by the County. This budget will be controlled by the County and Wight will not bill any additional fees without the prior written approval of the County staff.

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Wight recommends that a budget of Six Thousand Dollars (\$6,000) be established for reimbursable expenses to be billed at direct cost. The following is a list of reimbursable expenses:

1. CAD plots, printing, color reproductions, and delivery costs of drawings and reports.
2. Supplies, materials, and costs related to specific reports and presentations.
3. Travel and lodging for out of state consultant and mileage reimbursement at the current IRS mileage reimbursement rate.

Total Contract Value \$169,930. 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 Kane County and look forward to working with you on this exciting project. If this proposal meets with your approval, please sign one copy of this proposal 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

ACCEPTED BY:
Kane County

Signature: _____

Printed Name & Title: _____

Date: _____

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