

DATE: May 18, 2015

**ROAD AND BRIDGE, BUILDING AND GROUNDS
DECEMBER, 2014 THRU NOVEMBER, 2015**

**FIRST AND THIRD MONDAYS OF THE MONTH
COUNTY BOARD ROOM AT THE COURTHOUSE AT 4:30 P.M.**

COMMITTEEMAN:

- (~~✓~~) Danny Melvin - Chair
- (~~✓~~) David Rea - Building & Grounds
- (~~✓~~) Steve Leek
- (~~✓~~) Kenny Hungate
- (~~✓~~) Neil Hargis
- (~~✓~~) Tom Vaughn
- (~~✓~~) Alan Price
- (~~✓~~) Jack Warren
- (~~✓~~) Randall Crocker - County Board Chair

MINUTES: The meeting was called to order at 5:23 p.m., by chair, Danny Melvin. All members were present, also in attendance were, Franklin County States Attorney, Evan Owens, Franklin County Sheriff, Don Jones, Franklin County Clerk, Greg Woolard, Franklin County Treasurer, John Gulley, Franklin County Circuit Clerk, Nancy Hobbs, Franklin County Coroner, Marty Leffler, Franklin County engineer, Mike Rolla, Franklin County Supervisor of Assessments, Cindy Humm, Franklin County Board Administrative Assistant, Gayla Sink, Franklin County Recycling Coordinator, Keith Ward and other interested parties.

Danny Melvin submitted the highway department claims which were approved and signed by all members present.

Franklin County Engineer, Mike Rolla explained items on the agenda for the regular May meeting concerning the highway department. Mr Rolla reported on meeting with the organizers of the Bluegill Festival, discussion was held concerning the Bi-County Health department not being invited to the meeting. Mr Rolla stated the utility companies had now responded concerning the hole at the storage facility, two of the summer help youth had reported and the back hoe lease had been renewed.

David Rea reported a problem with bees at the courthouse that was being addressed. Mr Rea reported the first casualty of world war 1 lay in state at the Franklin County Courthouse and a commemorative picture and description of the event will be placed in the Courthouse.

The meeting adjourned at 5:36 p.m.

Minutes submitted 5/19/15

Danny Melvin
Chair, Road and Bridge Committee

DATE: May 4, 2015

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DECEMBER, 2014 THRU NOVEMBER, 2015**

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- (~~1~~) Tom Vaughn
- (~~1~~) Alan Price
- (~~1~~) Jack Warren
- (~~1~~) Randall Crocker - County Board Chair

MINUTES: The meeting was called to order at 4:26 p.m. by chair, Danny Melvin. Not present was Neil Hargis, in attendance were, Franklin County States Attorney, Evan Owens, Franklin County Sheriff, Don Jones, Franklin County Clerk, Greg Woolard, Franklin County Treasurer, John Gulley, Franklin County Circuit Clerk, Nancy Hobbs, Franklin County Coroner, Marty Leffler, Regional Superintendent of Schools, Matt Donkin, Franklin County Engineer, Mike Rolla, Franklin County Supervisor of Assessments, Cindy Humm, Franklin County Animal Control Supervisor, Thad Snell, Franklin County Board Administrative Assistant, Gayla Sink, Franklin County Recycling Coordinator, Keith Ward and other interested parties.

Danny Melvin submitted the highway department claims, which were approved and signed by all members present. Mr Melvin submitted a letter from Baysinger Design Group Inc. concerning the proposed renovation of the Campbell building, Mr Melvin explained said letter, discussion followed, a copy of said letter is hereby attached as a part of these minutes.

Randall Crocker stated he is working on funding ideas for the Campbell building and will be meeting with Congressman Mike Bost soon.

Franklin County Engineer, Mike Rolla stated there would be a addendum to the highway 39 resolution on the agenda for the regular May meeting. Mr Rolla reported the Federal Access program had been approve for the North Marcum road in the amount of \$340,000.00 for 2018. Discussion was held concerning mowing and memorials being placed on right away along County highways.

David reported on various Couhnty facilitys and discussed a pre maintenance contract on the county air conditioning systems.

The meeting adjourned at 4:45 p.m.
Minutes submitted 5/5/15
Danny Melvin
Chair, Road and Bridge Committee

April 30, 2015

Mr. Randall Crocker
Franklin County Board Chairman
202 W. Main Street
Benton, IL 62812

RE: Campbell Building Renovation – AE Fees

Dear Randall,

First, I would like to thank you for reaching out to BDG to further discuss the proposed renovation of the Campbell Building. We appreciate the opportunity to continue to work with the Board on this important and much needed project for the County. This letter is intended to serve as a starting point and communication tool to our future discussions on the important topics of budget and scope as well as provide a fee proposal based upon our current understanding of the project.

Project Scope / Project Goals:

We understand at this time you would like to take as efficient and economical approach to the renovation of the existing building as possible. In recent discussions with building committee members, it was discussed phasing the construction in an effort to get a portion of the employees moved into the space with further renovations and movement of employees in the future as funding allows. It was further discussed that the design of the building would move forward all at one time in order to provide as economical approach to fees as possible. This would also enable the Board to move forward with later phases of construction on their timeline since the documents would be complete up front.

In looking at the portion of the building the County would utilize in the first construction phase discussed, it appears that approximately 2/3 of the building would need to be included within the first phase. While something less than that was initially discussed, as we further discussed how the building would function in this first phase, it became clear that the east door from the parking lot as well as restrooms and break room would need to be included in the first phase from a basic functionality standpoint of the building occupants. Once you consider these spaces into the overall square footage analysis required for the first phase, it seems apparent that approximately 2/3 of the first floor will need to be renovated. Based upon this analysis, the phasing could be structured as follows:

First Phase Construction

- All new Mechanical, Electrical, and Plumbing infrastructure for the building
- Closing in of the Existing Interior Stair Opening
- Construction of the County Clerk, Assessor's and Treasurer's Office Areas
- Construction of the East/West Corridor accessing the east employee parking lot
- Construction of the Restrooms and Break Room
- Minimal Exterior Improvements including door and window replacement

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Later Phase(s)

- Remainder of Spaces on the Ground Floor
- Potential renovation of basement spaces to include storage and EMS offices
- Stairs to Basement
- Elevator
- Parking Lot and Site Improvements

Architectural / Engineering Design Services & Construction

Basic Services

In order to create a comprehensive design solution which can be competitively priced by construction contractors, BDG will complete a design solution and construction documents from that design which can then be bid by contractors. The design solution is arrived at by BDG creating floor plans, elevations, and views which are reviewed by the owner and then revised per discussion and comments of the parties until a final design is reached. Once that final design solution is created, then construction documents are created which are much more detailed technical drawings, that show contractors bidding the work the materials utilized and the assembly of those materials which will allow them to provide a competitive bid similar in scope to other contractor's bids. The result being a responsive design solution with enables competitive pricing from contractors.

For the bidding process, as you are a local government entity, you will be required to advertise and competitively bid the project. Once bids are received, they will be required to be publicly opened with the lowest, responsive bidder selected should funding constraints allow.

Once the successful construction contractor is selected, BDG as part of their basic services will assist you through the construction process by managing the construction administration of the project as well as doing periodic construction field observation.

The above description of basic services is a quick and simplified description of the architectural services which are most typically utilized for projects of your type. We can provide greater detail and discussion based upon any questions or concerns you may have.

Preliminary Project Budget:

Based upon the scope of work noted above, we have put together a very preliminary construction cost estimate which shows a total project budget of roughly \$1,500,000. We would recommend adding a \$35,000 contingency set aside as well. Due to the phased nature of the construction we are estimating that the first phase of construction will be approximately \$950,000. Because the Mechanical, Electrical, and Plumbing infrastructure for the entire building needs to be completed within this first phase, the cost of the first phase of the project is front loaded as such.

Please note that this is a very preliminary construction cost estimate based upon many unknowns. A design has not been fully agreed upon nor have materials and phasing been discussed in any detail. We have put together our best guess on design approach and materials in order to create this preliminary construction cost estimate. As we progress through the design phase and construction documentation phase of the project, more will be known on the building materials, systems, amount of materials, etc. We provide revised estimates at each stage of our documents in an effort to fine tune the estimate with the best information available at that time. This enables the Frankling County Board the opportunity to

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course correct the project scope, materials used, systems selected, so that there is greater likelihood the bids will more closely match the final construction cost estimate and funds available for the project. Unfortunately, we cannot guarantee our estimates will exactly match the project budget - but this system has been successful for us on many projects and allows us to get as close as possible to a moving target which has a lot of variables and unknowns.

As an alternative to this approach, we are open to doing a complete building cost estimate initially (prior to beginning the design process) in order to have a greater degree of certainty on phasing costs up front. We would charge for this as a lump sum fee for this service which would then be rebated to you through the design fees for the project once we completed those services.

Schedule:

In terms of a projected schedule for the project, truthfully the project can move as quickly or as slowly as you desire. Project timeframes will be adjusted somewhat to reflect the size and complexity of the project you decide upon – thus the amount of services needed for the design option selected and the amount of time construction will actually take. Also, please note that the schedule can be adapted to whatever you need from an administrative perspective within the decision making processes of the Franklin County Board. It is ideal to have formal approval after each stage's review meeting to ensure that the project is progressing commensurate with your expectations.

Fee Compensation

Our fee structure for this project will be based upon a percentage of actual construction cost. Industry standard in this area for renovation of an existing building of this size is 10% of the actual construction cost and encompasses the overall project design including first and future phases noted above. We will do the project for 8%. The estimated total for these services is \$120,000. A portion of those fees - \$96,000 will take you through the fees and services needed to complete a bid set of documents for the entire project. We begin our invoicing based off of the estimated construction cost and then once the accepted bid price is known, then we re-calculate the fee based off of that known amount. We bill on a monthly basis commensurate with the progress of our services and as noted below:

Schematic Design Phase	15% of the overall fee
Design Development Phase	25% of the overall fee
Construction Document Phase	40% of the overall fee
Bidding Phase	5% of the overall fee
Construction Administration Phase	15% of the overall fee

Again, thank you for the opportunity to further discuss this project with the Franklin County Board. This is a lengthy letter with a lot of information and I welcome the opportunity to sit down with you and discuss the particulars and any questions or concerns you may have. We are here to make this process as clear, simple, and efficient for you as possible while delivering an outstanding building solution. Please give me a call after you have had time to review and we can talk further.

Respectfully,



Baysinger Design Group, Inc.

Sheila L. Baysinger, JD, AIA, LEED AP
Baysinger Design Group, Inc.

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