



**SCHMIDT**  
ASSOCIATES

September 27, 2021

Mr. Jeremiah Varco  
Director of Facilities  
Lake County Illinois  
18 North County Street  
9th Floor  
Waukegan IL 60085

Re: Letter of Agreement – Lake County Master Plan - Revised

Dear Jeremiah Varco:

We are pleased to submit this Letter of Agreement for the Lake County Master Plan. By this Letter and subject to the terms and conditions contained herein Lake County Illinois, (Owner) authorizes Schmidt Associates, Inc., (Schmidt Associates) to undertake the Services as described in this Letter. Direction will be provided by Mr. Jeremiah Varco, serving as the Owner's representative.

#### **SCOPE OF THE PROJECT**

The intent of the Master Plan is to provide future recommendations for forward planning of uses for existing space and consolidation of department functions in existing or new buildings.

The master plan is intended to highlight departmental efficiencies - potentially defining future staffing needs (decreases or growth), organization of spaces (hoteling space, cubicles or private offices), adjacencies of spaces with other Divisions within a Department or other Departments, the impact of current & future technology to streamline offices spaces and public interactions, and potential ROM funding needs for future improvements.

The master plan will review and document all departments as noted below with a particular focus on forward planning recommendations for the departments noted in red:

1. Central Printing
- 2. Circuit Clerk**
3. Communications
- 4. Coroner's office**
5. County Administration
6. County Assessor
7. County Board
- 8. County Clerk**
9. County Treasurer
- 10. Division of Transportation (Libertyville campus expansion)**
11. Finance and Administration
12. Health Department
13. Human Resources
14. Information Technology

**317.263.6226**

[schmidt-arch.com](http://schmidt-arch.com)

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Louisville, KY 40202

#### **PRINCIPALS**

Ron Fisher, AIA, LEED AP  
Sarah Hempstead, AIA, LEED AP  
Kevin Shelley, AIA, LEED AP  
Brett Quandt, CDA  
Lisa Gomperts, FAIA, LEED AP  
Anna Marie Burrell, AIA, RID  
Kyle Miller, PE, LEED AP  
Steve Schaecher, AIA, LEED AP  
Ben Bain, CPSM  
Eric Broemel, PE, CEM  
John Robertson, AIA  
Thomas Neff, AIA, LEED AP



15. Public Defender
16. Public works
- 17. Recorder of Deeds**
18. Veteran's Affairs
19. Workforce Development
- 20. 19<sup>th</sup> District Courts**
21. Emergency Management
22. Facilities and Construction Services
23. Planning, Building, and Development
- 24. Adult Probation**
25. Regional office of Education
- 26. State's Attorney Office**
- 27. Sheriff's Office**
28. Stormwater Management Commission
- 29. Overall Space Storage Across the County**

## **SCOPE OF THE SERVICES**

### ***Meetings***

(5) - County Administration Meetings

- Kick Off meeting – Discuss goals, objectives, process, and schedule
- General Update in the middle of Departmental meetings
- Review of Initial Findings – Review information gathered from survey and site visits
- Review Draft Recommendations
- Review Draft Report

2 Consecutive Days – Site Visits with Facilities Group

5 Consecutive Days – Site Visits with Departments

(28) – Departmental Meetings (Virtual) – Round 1

(20) – Departmental Meetings (Virtual) – Round 2

(30) – Biweekly Touch base meeting with Facilities (Virtual) – 2 per month for 15 months

(1) – Board Presentation

We have assumed 20 hours of technology consultation as part of this proposal.



We have included an allowance of \$50K for a subconsultant to assist with court recommendations.

### **Tasks**

- Gather Data (Floor Plans, Staff Listings, etc.)
- Develop, Distribute, and Analyze Staff/Departmental Survey
- Summarize Findings in a Report
- Develop PowerPoint Presentation

### **DELIVERABLES**

- Project Schedule
- Meeting Notes
- PowerPoint Presentation
- Master Plan Document with the following Sections
  - Cover Letter
  - Executive Summary
  - Interview List
  - Existing and Proposed Building Sizes
  - Space Planning Standards
  - Master Plan Considerations/Summary
  - Area Tabulation Summary
  - Master Plan Graphics – Waukegan, Libertyville, and Vernon Hill Campuses
  - Departmental Summaries
    - Department Adjacency Diagram
    - Interview Notes/Report
    - Interview Survey with Results summarized



- Staff Organizational Charts
- Departmental Space Requirement analysis
- Departmental Space Planning diagram
- Departmental Projection Model
- Departmental Recommendations

### **SCHEDULE OF ACTIVITIES**

See attached Proposed Schedule

### **OWNER-PROVIDED ITEMS**

- Floor Plans
- Staff Listing by Department
- Survey Input from Departments

### **ASSUMPTIONS/CLARIFICATIONS**

Information furnished by others is assumed to be true, correct, and reliable. A reasonable effort has been made to verify such information; however, Schmidt Associates assumes no responsibility for its accuracy.

New information or unforeseen conditions that require services beyond those indicated in this Letter will be identified as Additional Services and may be subject to an adjustment in the schedule and/or fee. Written authorization from the Owner is required prior to performing any Additional Services.

### **FEE AND PAYMENT**

The fee will be \$319,425. Additional services requested by the Owner will be billed according to Schmidt Associates' current Hourly Rate Schedule. A copy is attached.

Additional virtual meetings and site visits will be charged hourly.

Reimbursed expenses include mileage, printing, hotel, and meals. Reimbursed expenses will be billed at cost times 1.10. Reimbursable allowance is \$5,000.

The fee will be billed monthly. Payments are due and payable fifteen (15) days from the date of the invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of 1.5% per month.



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### **ADDITIONAL TERMS**

Schmidt Associates is not responsible for any loss, damage or liability arising from negligent acts by any persons or companies other than employees or consultants of Schmidt Associates. It is agreed that any liability of Schmidt Associates is limited to the amount of the fee. Further, Schmidt Associates' responsibility and liability is limited to the Owner.

The use by third parties of documents and electronic data prepared as a part of this Agreement without the knowledge and consent of Schmidt Associates shall be at the risk of the Owner and/or the third parties.

If the Owner cancels this Agreement, the Owner agrees to pay to the Schmidt Associates upon notice of cancellation for any time or costs incurred before receipt of said notice. Should either party of this Agreement institute legal proceedings because of alleged failure to perform in accordance with its terms, the party against whom judgment is rendered shall pay for all costs, both legal and otherwise, incurred by the other during said action.

Please indicate your acceptance of the terms and conditions of this Letter by signing and returning one copy of this Agreement. Receipt of the executed Letter will serve as our authorization to proceed with the Work. Also enclosed is the Indiana Department of Revenue General Sales Tax Exemption Certificate which should be filled out and if tax exempt, the appropriate reason code should be checked. Please return this form with the executed Letter of Agreement.

Thank you for this opportunity to be of service.

Sincerely,

SCHMIDT ASSOCIATES, INC.  
Architecture • Engineering • Interior Design • Landscape Architecture

Sarah K. Hempstead, AIA, LEED AP  
Chief Executive Officer / Principal  
shempstead@schmidt-arch.com

Lisa C. Gomperts, FAIA, LEED AP  
Project Manager / Principal  
lgomperts@schmidt-arch.com



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Accepted: \_\_\_\_\_  
*(Signature)* *(Date)*

\_\_\_\_\_

*(Printed name and title)*

LCG

Copy: Sarah Hempstead, Schmidt Associates  
Brett Quandt, Schmidt Associates



**SCHMIDT**  
ASSOCIATES

# Hourly Rate Schedule

<b>CEO – Principal / COO – Principal</b>	\$350.00
<b>Principal-In-Charge</b>	\$300.00
<b>Project Manager – Principal</b>	\$250.00
<b>Energy and Optimization Service Manager - Associate</b>	\$235.00
<b>Project Manager – Associate</b>	\$225.00
<b>Sr. Project Architect – Principal</b>	\$225.00
<b>Sr. Project Architect - Associate / Sr Engineer - Associate</b>	\$215.00
<b>Project Delivery Systems Manager</b>	\$200.00
<b>Design Architect / Design Landscape Architect</b>	\$200.00
<b>Sr. Project Architect / Sr. Engineer</b>	\$200.00
<b>Energy Engineer / Project Manager / Project Coordinator</b>	\$190.00
<b>BIM Specialist / Sr. Engineering Designer - Associate</b>	\$190.00
<b>Construction Administration / Field Manager</b>	\$180.00
<b>Sr. Engineering Designer</b>	\$180.00
<b>Technology Specialist / Associate</b>	\$175.00
<b>Engineer / Project Architect</b>	\$165.00
<b>Sr. Landscape Architect / Manager</b>	\$165.00
<b>Urban Planner / LEED® Administrator</b>	\$165.00
<b>Sr. Engineering Designer / Controls Systems Specialist</b>	\$165.00
<b>Tech Resources Specialist / Sr. Interior Designer</b>	\$165.00
<b>Architect / BIM Designer / Technology Designer</b>	\$135.00
<b>Landscape Architect</b>	\$135.00
<b>Sr. Architectural Graduate / Civil Designer</b>	\$125.00
<b>Interior Designer / Engineering Designer</b>	\$125.00
<b>Sr. Administrative / BIM Coordinator</b>	\$125.00
<b>Graduate Architect / Graduate Engineer</b>	\$115.00
<b>BIM Technician / Interiors Architect</b>	\$100.00
<b>Graduate Interior Designer / Administrative</b>	\$100.00
<b>Graduate Landscape Architect / Digital Media Specialist</b>	\$100.00
<b>Office Support</b>	\$80.00
<b>Interns</b>	\$60.00

Hourly rates include payroll expenses, taxes, insurance, overhead and profit, and local telephone. Staffing and equipment selection is at the discretion of Schmidt Associates, Inc.

*Confidential - not for unauthorized distribution.*

*Rates Effective 10/1/2019*

**415 Massachusetts Avenue  
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317.263.6226  
317.263.6224 (fax)  
www.schmidt-arch.com**

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Steve Schoecher, AIA, LEED AP  
Ben Bain, CPSM  
Eric Broemel, PE, CEM  
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## Associates

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Liming Zhang, RLA, CPESC, LEED AP

## Founder

Wayne Schmidt, Hon.D., FAIA