

Robison Guarnerly, Inc.

4212 Old Grand Avenue • Suite 101 • Gurnee, Illinois 60031 • v. 224-637-3545 • f. 847-336-0734 • www.robisonguarnerlyinc.com

PROPOSAL FOR OWNER'S REPRESENTATIVE SERVICES

DATE: March 15, 2012

OWNER'S REPRESENTATION: Robison Guarnerly Inc
4212 Old Grand Avenue, Suite 101
Gurnee, IL 60031-2134

Ph: (224) 637-3545
Fx: (847) 336-0734
mattg@robisonguarnerlyinc.com

OWNER/CLIENT: Lake County Government
Construction Division
18 N. County St. – 9th Floor
Waukegan, IL 60085

PROJECT: Owner's Representation Services – Lake County's Phase Three Justice Agency Master Plan Implementation and Project Development Plan

SCOPE OF WORK AND SCHEDULE:

Project Representation – Robison Guarnerly Inc. proposes to provide comprehensive owner representation services to assure the successful implementation of the work outlined in Statement of Interest 12020 – Phase 3 Justice Agency Master Plan Implementation and Project Development Plan. Matt Guarnerly will act on behalf of Robison Guarnerly Inc. as the primary representative for Lake County. Dan Robison will provide specialized support and representation throughout the project at appropriate intervals based on the issues and timing of the project.

Workshops – As Lake County's owner representation, Robison Guarnerly Inc will provide management of all initial workshops being proposed for project kickoff which will include coordination of all Justice Agency Partners, support agencies, and the Judicial Facilities Review Committee as required. It is anticipated that an intense series of workshops will be included within the first two week period.

Project Management – As Lake County's owner representation, Robison Guarnerly Inc will provide proactive total project management which will include coordination of all Justice Agency Partners, support agencies, the Judicial Facilities Review Committee and the County Board. Project management will include establishing and maintaining the process for project delivery, maintaining the schedule approved by the County, prioritization of project issues, and making recommendations as to the most efficient and effective design solutions related to the criminal courts expansion project. Robison Guarnerly Inc will act as an extension of Lake County staff to coordinate all internal stakeholders including the Justice Agency Partners, the County Administrator's Office, the Construction Division, Facilities Operations, Information Technology, the Purchasing Division, and the Budget Division.

Consultant Management – As Lake County's owner representation, Robison Guarnerly Inc will act as the single point of contact for Lake County with all third party consultants including Architectural/Engineering Services and any specialty consultants which may include energy consulting, cost consulting, specialized construction consulting and operational consultants deemed appropriate by Lake County in the pursuit of the Phase 3 Study for Criminal Courts Expansion.

Risk Management – As Lake County's owner representation, Robison Guarnerly Inc will advise the County on

the mitigation of risk related to the Criminal Courts expansion through the early recognition and resolution of conflicts from both an operational perspective and through the proposed built environment.

Team Building and Consensus - As Lake County's owner representation, Robison Guarnerly Inc will assist the County in assuring that all Justice Agency partners and consultants are working towards the big picture goals and requirements for Criminal Courts Expansion. Robison Guarnerly Inc will work within the framework of the Lake County Board Strategic Goals to maintain alignment of project and operational components identified in SOI 12020. This work will include moderating the resolution of competing interests to achieve consensus of all partners in the successful development of the Phase 3 Justice Agency Master Plan Implementation and Project Development Study.

Messaging and Presentations – As Lake County's owner representation, Robison Guarnerly Inc will coordinate, participate in and prepare as necessary all presentations to be delivered to the Lake County Board, Board committees, small group meetings and the Judicial Facilities Review Committee. It is anticipated that updates to the Judicial Facilities Review Committee will occur on a monthly basis, small group meetings will occur on a bi-monthly basis and board and committee meetings will be attended in November of 2012. Robison Guarnerly Inc will also provide additional presentation support and execution as deemed appropriate by Lake County. Some potential examples of this additional effort may include departmental presentations, presentation to the presiding Circuit Judges and/or the Lake County Bar, and any other public outreach which may be required by Lake County.

Strategic Long Term Capital Planning – As Lake County's owner representation, Robison Guarnerly Inc will provide support and strategic planning for Lake County's Long Term Corporate Capital Improvements Program which will include at least three significant projects; Criminal Courts Expansion, Phase 1 Expansion of the Juvenile Justice Center and the completion of the Administrative Tower Rehabilitation and Energy Retrofits. Support will include assisting LC stakeholders in developing an appropriate schedule, funding plan and resource evaluation required to successfully implement the Long Term CCIP. Strategic Planning will include developing program goals to allow for implementation of the Long Term CCIP and the continuation of these long term capital projects to assure that required future phases of construction are anticipated and included in a funding plan for the future. If deemed appropriate by Lake County, Robison Guarnerly Inc will provide consultation and support in the development of the 2013 single year CCIP to assure that single year goals align with the long term CCIP. It is anticipated that Robison Guarnerly Inc will prepare, coordinate and present, as deemed appropriate by Lake County, the final Long Term CCIP plan to stakeholders, other appropriate groups or committees of the Lake County Board.

Budget Development, Validation and Funding Plan – As Lake County's owner representation, Robison Guarnerly Inc will provide support in and evaluation of budget development for both the work included in SOI 12020 and the Lake County Long Term CCIP. Robison Guarnerly Inc will validate budget requirements identified by third party consultants, the Lake County Construction Division and the Lake County Budget Division. Robison Guarnerly Inc will consult with the County and support the development of a funding plan for the Long Term CCIP including cash flow analysis, bonding and bond timing, use of cash and any other funding components considered by Lake County or their consultants.

Design Evaluation – As Lake County's owner representation, Robison Guarnerly Inc will provide design input at each milestone included in SOI 12020. Design input will include a comprehensive written review of the design documents by Matt Guarnerly and Dan Robison and will also incorporate design review comments that may be provided by the Construction Division, Facility Operations, Information Technology and the Justice Partners. It is currently anticipated that reviews will occur at 50%, 95% and 100% of Space Planning and Project Development.

Energy Evaluation and Management – As Lake County's owner representation, Robison Guarnerly Inc will provide support for and evaluation of the infrastructure and envelope proposed in the Space Planning and Project Development plans to assure that the systems being installed are cost effective and energy efficient. This work will include evaluation of life cycle cost analysis, implementation of County Standards for equipment and systems, and adherence to the Energy Goals identified by Lake County in the Strategy for a Sustainable

Lake County and the Lake County Energy Efficiency Retrofit Program. Robison Guarnerly Inc will also provide support in procuring these services as deemed appropriate by the County.

Project Delivery and Constructability Analysis - As Lake County's owner representation, Robison Guarnerly Inc will evaluate and make recommendations on the appropriate construction delivery method for the Criminal Courts expansion project and provide a comprehensive constructability review on the plans developed as part of the Phase 3 study. Recommendations and review will be provided in written format and shall be coordinated with the final Phase 3 Study. Robison Guarnerly Inc will also provide support in procuring these services as deemed appropriate by the County.

Coordination with City of Waukegan – As Lake County's owner representation, Robison Guarnerly Inc will provide coordination with the City of Waukegan to assure that the plans developed through the Phase 3 Study meets the requirements of the City's planning, building and development requirements. Robison Guarnerly will identify any potential specific requirements for pursuing this project which may include adherence to the City of Waukegan Streetscape Standards, pursuit of zoning entitlements or variations that may be required and any other issues related to parking requirements, building code analysis, engineering requirements or other issues that may be identified through the pursuit of the Phase 3 Study.

Construction Delivery RFQ – As Lake County's owner representation, Robison Guarnerly Inc will coordinate with and work with the State's Attorney's Office, Purchasing Division, Construction and Facilities Operations to prepare a request for qualification for the construction delivery method being recommended as part of the Phase 3 Study. The purpose of preparation prior to the completion of the Phase 3 Study is to assure that the County is in a position to procure construction services immediately after project approval is granted by the Lake County Board, if and when that occurs.

Miscellaneous Work – As Lake County's owner representation, Robison Guarnerly Inc will provide coordination and management of any items that may arise relating to the Phase 3 Study or other issues relating to Lake County's CCIP projects or process.

EXCLUSIONS: Work related to services not listed above.

FEE PROPOSAL:

	<u>Rate</u>	<u>Fee</u>
Workshops (70 hrs)	\$ 150.00	\$ 10,500.00
Project Management (600 hrs)	\$ 150.00	\$ 90,000.00
Consultant Management (180 hrs)	\$ 150.00	\$ 27,000.00
Risk Management (24 hrs)	\$ 150.00	\$ 3,600.00
Team Building & Consensus (48 hrs)	\$ 150.00	\$ 7,200.00
Messaging & Presentations (90 hrs).....	\$ 150.00	\$ 13,500.00
Strategic Long Term Capital Planning (32 hrs).....	\$ 150.00	\$ 4,800.00
Budget Development & Funding Plan (32 hrs)	\$ 150.00	\$ 4,800.00
Design Evaluation (48 hrs)	\$ 150.00	\$ 7,200.00
Energy Evaluation (12 hrs)	\$ 150.00	\$ 1,800.00
Project Delivery & Constructability (16 hrs)	\$ 150.00	\$ 2,400.00
Coordination with the City of Waukegan (20 hrs)	\$ 150.00	\$ 3,000.00
Construction Delivery RFQ (30 hrs).....	\$ 150.00	\$ 4,500.00
Miscellaneous work (30 hrs).....	\$ 150.00	\$ 4,500.00
Total (1232 hrs)	\$ 150.00	\$ 184,800.00

Subconsultant work (MGT of America)	\$ 24,960.00
Travel Expenses (<i>approx. 16 trips @ \$1,300 each</i>)	<u>\$ 20,740.00</u>
Lump Sum Fee	\$ 230,500.00

PAYMENT: Payments are due and payable per monthly invoice and will be made in accordance with the Prompt Payment Act. Work will be invoiced monthly based on the completion of task and hours for deliverables included in the fee proposal. All invoices will include the percentage of completion for each deliverable and the appropriate travel reimbursement. Late payments (after 30 days) will include interest at 1% over prime.

CHANGES IN SCOPE: Minor revisions to and refinements to the work plan are not changes in scope. Introducing new work items or doubling the scope requirements of an existing work item are good examples of change in scope. These services can be billed at the hourly rates listed above. Not to exceed caps can be established once scope of additional work is determined.

INSURANCE: Robison Guarnerly Inc maintains Liability Insurance. Should you choose to limit the scope of our services, it is agreed that the liability of Robison Guarnerly Inc. will be limited to only those portions of service that we are providing.

TIME OF PERFORMANCE: Start up and completion of services shall be mutually agreed upon in writing between the two parties prior to execution of this agreement. A tentative schedule from receipt of signed contract through completion of services is 7 months.

APPROVAL: Owner's review and approval shall come from a single source, however services are anticipated to coordinate with all Justice Agency Partners and other team members associated with the project as identified in the work items. Owner shall provide all current and accurate information required for the proper execution of the work items prior to start of work.

AGREEMENT: The fee listed above will be valid for 60 days from the date of this proposal. After 60 days the fee is subject to change. If this proposal/agreement meets with your approval, please sign and return once copy.

SIGNATURES: To authorize Owner's Representative Services:

Owner / Client:

Robison Guarnerly Inc:



Date:

Date:

March 15, 2012