



**Purchasing Division**  
 18 North County Street, 9th Floor  
 Waukegan, Illinois 60085-4350  
 Phone 847-377-2992  
 Fax 847-984-5889  
 purchasing@lakecountyil.gov

**Award Information – 9/27/2021**

**Contract Information**

Purchase Description: Lake County Master Plan

Contract Start Date: Upon County Board Approval

Initial Term: N/A

Term Dates: N/A

Renewals: N/A

**Vendor Information**

Company Name: Schmidt Associates

Address: 415 Massachusetts Ave  
*Street Address* *Suite/Unit #*

Indianapolis IN 46204  
*City* *State* *ZIP Code*

Contact Name: Sarah K. Hempstead

Funding Account Description: Facilities and Construction Budget

Budget Information: Was included in the FY21 Budget and service is within budget expectations.

Department: Facilities and Construction

Department Contact: Jeremiah Varco Award Amount: \$324,425

**Bid / RFP Information**

Registered Vendors: N/A Responses Received: N/A

**Scope of Work:**

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:



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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
15. Public Defender
16. Public works
17. Recorder of Deeds
18. Veteran's Affairs
19. Workforce Development
20. 19th 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

- (5) – County Administration Meetings
  - (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
- 20 hours of technology consultation as part of this agreement.

### Department Recommendation:

In accordance with the Purchasing Ordinance and the Local Government Professional Services Selection Act an Agreement has been negotiated with Schmidt Associates, Indianapolis, IN to provide the necessary professional services. These services are in accordance with Lake County Purchasing Ordinance Article 5-101(3) and the Local Government Professional Services Selection Act (50 ILCS 510/1 et seq).

Yvette Albarran, 9/24/21