



02/14/2024

Lake County Government, IL

Administrative Tower Renovations and Campus Security Risk
Assessment

Lake County Administrative Tower

18 N County Street, Waukegan, IL

February 15, 2024

Mr. Jeremiah Varco
Facilities Manager
Lake County Government
18 N County Street – 9th Floor
Waukegan, IL 60085
JVarcoc@lakecountyil.gov

Dear Mr. Varco,

The HDR Team gratefully appreciates the opportunity to submit a proposal to continue to provide professional services to the Lake County Government, in this case to support the Administrative Tower Renovations and Waukegan Campus Security Risk Assessment projects. In summary, our scope for this work is as follows:

- Rework the previously completed construction drawings for the Tenth Floor Remodeling Project to isolate and identify the scope of work for the Chiller Replacement, Roof Replacement and Penthouse Electrical Upgrades.
- Provide full design services for office renovations for the State's Attorney's Office including enclosing approximately 9 office areas across three floors in the Administrative Tower.
- Support bid review for both renovations noted above to include participation in the proposal production effort for Lake County's JOC Contractor(s) to perform this work.
- Support Construction Administration services for this work including monthly site visits.
- Provide a security risk assessment for the downtown Waukegan Campus. Develop conceptual plans with narratives specifically related to recommended improvements at the loading docks and the jail vehicular Sallyport to be used by the County for future year capital planning efforts.

We appreciate the opportunity to continue to collaborate with you on renovation projects to support Lake County's Capital Improvements plan.

Sincerely,
HDR, Inc.



Matt Guarnery, AIA
Justice Principal



Grace K. Rappe, AIA, LEED AP
Managing Principal – Vice President

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Introduction

Project Scope – Administrative Tower Renovations

In February 2021, HDR completed Construction Documents for the Lake County Infrastructure and 10th Floor Renovations for the Lake County Administrative Tower located at 18 N County Street in Waukegan. Since that time, the project has remained dormant. In December 2023, Lake County requested that HDR narrow the scope of the completed construction drawings to include only that scope which is related to the Cooling Tower Replacement, Roof Replacement and Switchgear Upgrade portions of the project which is generally identified as Base Bid and switchgear from Bid Alternate #1. In addition to the scope of work previously referenced, Lake County has also requested that renovations for the State's Attorney's Office on floors 2, 3 and 5 of the Administrative Tower be included in this scope. These renovations are focused on transitioning open office and open storage areas into private offices accounting for approximately a total of 10 new offices across the three floors. Finally, the County has requested that the project scope include transitioning the completed Administrative Tower CAD graphics into a format that will import into ESRI indoors. This work will generally include the following:

10th Floor Construction Documentation Rework

- Architectural work relating to roof replacement
- Architectural work relating to enclosure of the penthouse switchgear room
- Mechanical and Structural work relating to Cooling Tower Replacement
- Electrical work relating to switchgear replacement, UPS installation and other work ancillary to the mechanical scope
- Fire protection work relating to any equipment and architectural work, as needed

Office Renovations on Floors 2,3 and 5

- Architectural work related to the creation of approximately 10 new private offices
- Mechanical, Electrical, Low Voltage and Fire Suppression work related to the creation of approximately 10 new private offices

CAD Graphics

- Development of CAD plans for all levels of the Administrative Tower to conform with County requirements for use with ESRI indoors.

HDR will retain the services of one subconsultant for this work which includes IMEG for the MEP and Structural scopes. The specific scope for IMEG is included in Exhibit A contained herein. Generally, HDR's scope will include the following:

Construction Documentation

Reducing the scope of the Construction Documents to contain only the scope identified above. Design and Construction Drawings will be produced for the Office Renovation portion of the

project. Construction documents will be generated with the intent that they will be used by one of the County's JOC partners for pricing and construction.

Permitting

Securing Regulatory Approvals and Permits

Bidding and Contracting

- One Pre-Bid Conference with JOC contractor
- Analysis of Substitutions/alternates
- Clarifications and Addenda

Construction Phase

- Construction Contract Administration
- Project Meetings – it is intended any necessary project meetings outside the construction observation meeting identified below will be held virtually.
- Construction Observation – estimated at 6 on site visits on a monthly basis during construction. It is assumed the construction for this scope of work will run concurrently to allow for review of both the penthouse scope and the office renovation scope.
- Quality Assurance
- Contractor Submittal/Shop Drawing Reviews
- Participation in systems start up as identified in Exhibit A.
- Contractor Pay Application
- Requests/change Order Reviews
- Review Contractor Claims

Project Closeout/Warranty

- Punchlist Inspections
- Final Regulatory Approvals

Deliverables

The deliverable will be a set of construction drawings for permit and bidding to a vendor of Lake County's choice through their JOC program. It is understood the level of detail in the new construction documents does not need to support a public procurement process.

Project Scope – Physical Security Risk Assessment – Waukegan Campus

In May 2012, a report was generated for the County by AECOM to identify Site Security Considerations related to the then proposed development of a Court Expansion Project at the downtown Waukegan Campus. From that report, several security improvements were implemented by the County. In December of 2023, the County requested that HDR produce an update Campus Security Risk Assessment in an effort to identify current risks and develop conceptual solutions for those risks that can be implemented in future Capital Construction cycles. Based on the 2012 report, it is anticipated that the security risk assessment

will identify risks and improvements at load dock and vehicular sally port locations. This work will generally include the following:

Physical Security Risk Assessment

- Phase 1 – Security Threat Assessment which will include research and evaluation of threat actors and hazards.
- Phase 2 – Physical Security Assessment which will include a survey of the exterior campus and a physical assessment of the areas surrounding the campus with recommendations for physical security improvements.
- Phase 3 – Physical Security Risk Assessment Report which will summarize findings, observations, and recommendation for physical, technological, and operational security elements as well as a prioritized list of recommendations to address the highest risk observations.
- Phase 4 – Conceptual Plan Development – Based on the Phase 3 Report, conceptual plans will be developed to address not more than 5 of the prioritized recommendations. These plans will include sufficient detail to develop a conceptual cost estimate and provide a basis for a professional services contract to provide design services for each project.

HDR will retain the services of one subconsultant for this work which includes Guidepost as lead for the Phases 1 through 3. The specific scope for Guidepost is included in Exhibit B contained herein.

Deliverables

The deliverable will be a Physical Security Risk Assessment report and a series of not more than 5 conceptual plans for addressing the top prioritized recommendations. The conceptual plans will be diagrammatic in nature but will include pertinent details to describe the intent and scope of each recommended improvement.

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Project Schedule

Our team understands that the Administrative Tower Renovations will not run concurrently with the Campus Security Risk Assessment. A mutually agreed upon schedule for both scopes of work shall be developed as part of the initial phase of engagement for both of these deliverables.

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Project Fee

Fee:

For services outlined herein, the proposed lump sum fee is

Design (Admin Twr)	\$ 40,000.00
Construction Documentation (Admin Twr)	\$ 75,000.00
Permit and Bid Assistance (Admin Twr)	\$ 7,500.00
Construction Administration (Admin Twr)	\$ 63,000.00
Physical Security Risk Assessment	\$ 52,000.00
Reimbursables	\$ 2,500.00
Total Lump Sum Fee	\$ 240,000.00
Allowance - additional ERSI Indoors Plan Development	\$ 45,000.00
Total Contract Value	\$ 285,000.00

Lump Sum Services outlined in this proposal are inclusive of reimbursable expenses.

Billing Terms:

Monthly invoicing will be based on percent complete for the tasks listed herein.

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Exclusions, Assumptions & Qualifications

Exclusions

The following supplemental services are considered optional and negotiable for an additional fee:

- Additional site meetings or visits beyond those outlined in the base scope.
- Exclusions identified in Exhibit A
- Permit / Review Fees
- Fixtures, Furnishing and Equipment (FFE) Packages
- Cost Estimating
- Budget Management or Value Engineering
- Hazardous Materials Remediation
- Creation of as-built drawings.

Assumptions & Qualifications

All work performed on this project will be in accordance with the terms and conditions of a Professional Services Agreement between HDR Architecture, Inc. and Lake County Government consistent with the terms and conditions of the original contract for the Lake County Infrastructure and 10th Floor Renovations for the Lake County Administrative Tower.

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Exhibits

Exhibit A – IMEG Scope of Work

Exhibit B – Guidepost Scope of Work