



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 – 9/22/2017

Contract Information

Purchase Description: **Owner's Representation Services for the Lake County Criminal Courts Expansion Project**

Contract Start Date: **12/1/2017**

Initial Term: **One Year**

Term Dates: **12/1/2017 – 11/30/2018**

Renewals: **Monthly Renewal Option for FY19 to provide project management services through completion of the remaining construction work.**

Vendor Information

Company Name: **Robison Guarnery, Inc**

Address: **4212 Old Grand Ave** **Suite 102**
Street Address *Suite/Unit #*

Gurnee **IL** **60031**
City *State* *ZIP Code*

Contact Name: **Matt Guarnery**

Funding Account
Description: **CCIP**

Budget Information: **Amount is already budgeted and service is within budget expectations.**

Department: **Finance and Administrative Services**

Department Contact: **Kurt Schultz** Award Amount: **\$238,000 (for 1st year), option for 12 monthly renewals not to exceed \$255,600**

Bid / RFP Information

Intent:

It is the intent of Lake County to contract with Robison Guarnery to accommodate completion of the Court Tower Phase and Babcox Renovation Phase of the Lake County Court Expansion Project.

Scope of Work:

Robison Guarnery, Inc. proposes to provide comprehensive owner representation services to assure the successful implementation of the work indicated in this proposal. Matt Guarnery will act on behalf of Robison Guarnery, Inc. as the primary representative for Lake County. The following components are anticipated for completion in the term of the contract extension:



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- Construction Project Management
- Consensus, Messaging & Presentations
- Budget Management
- Transition Management/Procurement FFE

Construction Project Management – As Lake County's owner representation, Robison Guarnerly, Inc. will provide proactive total project management for the construction process which will include coordination of the Architect, Constructor, all Justice Agency Partners, support agencies, the Executive Justice Council and the County Board. Robison Guarnerly, Inc. will act as an extension of Lake County staff to provide project management typically required of an owner. Robison Guarnerly, Inc. will also act in the owner's role as it relates to the procurement, the periodic review of the construction process to assure general compliance with the goals and needs of Lake County, coordination and review of critical aspects of the construction process that provide specific impacts to Lake County as a user. Some examples of this coordination and review would include select shop drawing review, participation in pre-installation conferences, review of all proposed changes in work, requests for information, change order requests and request for progress payments, and the coordination of owner provided equipment to name a few. Robison Guarnerly, Inc. will act as the single point of contact for Lake County with all third-party consultants including Architectural/Engineering Services, Construction Management Services and any specialty consultants which includes construction testing services and furniture design/procurement required by the project.

Consensus, Messaging & Presentations – Robison Guarnerly, Inc. will assist the County in assuring that all Lake County partners and consultants are working towards the big picture goals and requirements for the Courts Expansion Project. Robison Guarnerly, Inc. will work within the framework of the Lake County Board Strategic Goals to maintain alignment of project and operational goals of Lake County. 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 Judicial Updates. It is anticipated that updates will be attended on an as-needed basis, throughout the course of the project. Robison Guarnerly, Inc. will also provide additional presentation support and execution as deemed appropriate by Lake County.

Budget Management - As Lake County's owner representation, Robison Guarnerly, Inc. will provide support, evaluation of, and recommendations for maintaining the project budget approved by the Lake County Board.

Transition Management & Procurement of FFE – As Lake County's owner representation, Robison Guarnerly Inc will act as the single point of contact for Lake County with the transition of staff into the new Criminal Courts Tower and assist in the Phasing process for construction activities related to the remodeling of the Babcox Courts and the Lake County Jail Intake and Booking Area. Transition management will include planning and execution of phasing for project construction. Robison Guarnerly, Inc. will pursue and coordinate the procurement process for all construction and construction related bid packages required in the pursuit of all Owner provided items including FF&E, A/V systems and any other deferred procurement currently not included in the GMP for Clark Construction.

Professional Services Recommendation:

Lake County Purchasing Ordinance Article 5-101, section 3 states that "All Professional Services Contracts relative to engineering, architectural and land surveying services will be governed by the requirements of the Local Government Professional Services Selection Act (50 ILCS 510/1 et seq.)." In addition, there exists a long standing, successful relationship with Robison Guarnerly in regard to the Lake County Court Expansion Project. It is the recommendation of Finance and Administrative Services to continue with the services being performed by Robison Guarnerly.