

September 18, 2014

VIA EMAIL

Revised September 25, 2014

Mr. Bruce Locke
Capital Development Board
James R. Thomson Center
100 West Randolph Street, Suite 14-600
Chicago, IL 60601-3283

Re: College of Lake County
Student Services AEC Waukegan
Lakeshore Campus, Waukegan, Illinois
CDB Project Number: 810-056-024
Architect's Project Number: 213007.10
Revised Meeting Minutes: Schematic Design Phase Kick-off

Summary of the Meeting held at 3:00 p.m. on Wednesday, September 17, 2014, in the conference room 212 in 111 North Genesee Building at the CLC-Lakeshore Campus, Waukegan, Illinois. These notes record our understanding of items discussed and decisions made at this meeting. Please notify us within seven (7) calendar days of any necessary additions or corrections.

PERSONS IN ATTENDANCE

Bruce Locke..... Senior Project Manager, Capital Development Board (CDB)
David Agazzi..... Vice President, Administrative Affairs, College of Lake County (CLC)
Dr. Rich Haney.....Vice President, Educational Affairs, College of Lake County (CLC)
Dr. Al Baldwin.....Dean, Lakeshore Campus, College of Lake County (CLC)
Greg Evans.....Director of facilities, College of Lake County (CLC)
Jeffrey Sronkoski.....Principal, Legat Architects (Legat)
Ted Haug.....Design Principal, Legat Architects (Legat)
Burcin Moehring..... Project Manager / Director of Science & Technology, Legat Architects (Legat)

ITEMS DISCUSSED

1. Introductions
 - a. Bruce Locke welcomed participants, outlined the project and purpose of the schematic design kick-off meeting.
 - b. The core group committee members introduced themselves and their respective roles on the project.
 - c. Legat team distributed the meeting agenda (attached) and the project team organization chart (attached) which included the consultants. Jeff Sronkoski briefly reviewed the proposed consultants list with the CLC team.
2. Communication Procedures
 - a. Jeff Sronkoski briefly reviewed the communication procedures. Burcin Moehring/Legat team will be responsible in preparing the meeting minutes and distributing. CLC team was asked to provide the list of CLC team members to be included in the distribution. It was agreed that participants of the meetings as well as the deans of departments which are part of the project will be included.

College of Lake County
CLC SS-AEC Waukegan, Illinois
CDB Project Number: 810-056-024 / Architect's Project Number: 213007.10

Revised Meeting Minutes: Programming Analysis Phase Kick-off

September 18, 2014 / Page 2 of 4

Revised September 25, 2014

- b. David Agazzi asked the Legat team to provide all formal communications to the college for posting on CLC's website. Legat team will forward all such information through Rose Pecoraro in the Facilities Office.
3. Project Scope
 - a. The potential project sites were discussed. The possibility of the new six story building at the former Madison Avenue Restaurant site, the extent of the renovations in 33 and 111 North Genesee Buildings, the development of the pedestrian Madison Street and the alley between the City Parking Structure and 31 North Genesee Building were discussed. Legat team will review the programmed spaces in the project, study the site and prepare blocking and stacking diagrams for CDB and CLC teams' review.
4. CDB Requirements
 - a. This project will follow CDB standards and comply with all of the CDB requirements.
5. User Requirements and Participants
 - a. The extent of community participation was discussed.
 - b. The Legat team distributed the list of the Community Programming Committee assembled during the Program Analysis Phase (attached). Potential new names were suggested to include to represent the City of Waukegan and CLC Lakeshore Campus Advisory Committee. This list will be revised based on CLC and Legat teams' input. David Agazzi will review this list with Dr. Weber and propose new names. Dr. Baldwin also will send some suggested names to be included in the list.
 - c. The Legat team also distributed the names of the members of the Programming Committees who served during the programming analysis phase (attached). It was agreed that the Legat team will compile the names of the participants during the subcommittee meetings and prepare a comprehensive list.
6. Code Requirements
 - a. Applicable Buildings Codes and standards listed in the Program Analysis Book on pages 288 and 289 were briefly reviewed.
 - b. David Agazzi reminded the team that the city requires the new building to be at least six stories high at the former Madison Avenue restaurant site and the former News-Sun site, both of which are located on Sheridan Road.
7. Schedule
 - a. Legat team distributed the Project Schedule based on the CDB contract page 1 of Appendix A (attached).
 - b. Jeff Sronkoski also distributed the Schematic Design Phase Preliminary Schedule (attached). Types of meetings with the following groups and participants were discussed:

College of Lake County

CLC SS-AEC Waukegan, Illinois

CDB Project Number: 810-056-024 / Architect's Project Number: 213007.10

Revised Meeting Minutes: Programming Analysis Phase Kick-off

September 18, 2014 / Page 3 of 4

Revised September 25, 2014

- i. CDB meetings
 - ii. CLC Core Group Meetings
 - iii. CLC User Group Meetings
 - iv. City of Waukegan officials meeting
 - v. LEED Charette
 - vi. Community Group meetings
 - vii. Public unveiling/presentation meeting
 - viii. Final Design presentations
 - c. Milestone deadlines were also reviewed to complete Schematic Design Phase and submit to CDB on Sunday, February 15, 2015.
8. General Discussion
- a. When the Legat team asked if programming verification is necessary for this project, CLC team confirmed that the program spaces and the information documented in the Program Analysis booklet is valid and no changes to the programming are necessary. The CLC team stated that Legat team can proceed with the Schematic Design phase based on the information collected during the Program Analysis phase.
 - b. Rich Haney stated that due to a new dean, the scope of the work related to ABE, GED, ESL and Library components might have changed and needs to be revisited. **In addition, further review of the following will be necessary:**
-Student Success Space and the Opportunity for the Gallery Space or Art Display.
It was agreed that user group meetings to assess the needs of the above will be scheduled during the Schematic Design Phase.
 - c. When Legat team proposed to have CLC team's participation in the collaborative design process. David Agazzi and the CLC team liked and accepted this idea.
 - d. Jeff Sronkoski indicated that as soon as the Cost Estimator is selected for the project, a new cost estimate will be provided based on the data provided in the Program Analysis document.
 - e. Bruce Locke asked CLC about the status of the sale of the adjacent properties, parking deck and the surface lot. David Agazzi gave a brief update regarding CLC's conversations with the city officials and what is allowed. Whether the city will allow CLC to develop the pedestrian portion of Madison Avenue between 33 and 111 North Genesse Buildings as well as the alley behind 33 North Genesse Building. David Agazzi stated that the City and the College are discussing the sale of the Garage to the College.
 - f. Legat team will study and confirm the city requirements and approval process. Legat will also schedule a meeting with the city officials.
 - g. David Agazzi stated that there is no need to schedule a tour of Waubensee Community College at Aurora downtown for the CLC team.
 - h. Bruce Locke confirmed that this project will be a single prime.
 - i. Legat team will develop the SD work plan further and start scheduling the meeting with the city of Waukegan and also send the engineering teams to the project site to verify existing conditions.

College of Lake County
CLC SS-AEC Waukegan, Illinois
CDB Project Number: 810-056-024 / Architect's Project Number: 213007.10
Revised Meeting Minutes: Programming Analysis Phase Kick-off
September 18, 2014 / Page 4 of 4
Revised September 25, 2014

Please notify us within seven (7) calendar days of any necessary additions or corrections. Thank you.

Sincerely,

Legat Architects, Inc.



Burcin Moehring, AIA, LEED AP BD+C
Director of Science and Technology

BM/BM

ATTACHMENTS Meeting Agenda 20140917
 Attendance Record 20140917
 Team Organizational Chart
 Lakeshore Campus - Project Site Plan
 Community Programming Committee
 Programming Committee/Users
 Project Schedule (CDB)
 Schematic Design Phase Preliminary Schedule – Work Plan

cc All Attendees

File: 213007.10

Meeting Agenda

ORGANIZATION	CDB / College of Lake County	RE	Schematic Phase Kick-Off
PROJECT TITLE	CLC SS-AEC Waukegan	PROJECT NO.	CDB 810-056-024 / Legat 213007.10
LOCATION	CLC Lakeshore Campus	DATE, TIME	September 17, 2014, 10:30 AM

1. Purpose of Meeting
2. Introductions – Roles and Responsibilities
 - a. User
 - i. Facility Representative
 - ii. Agency Representative
 - b. Capital Development Board
 - i. Project Manager
 - ii. Contract Executive
 - iii. Capital Planning Liaison
 - iv. Analyst (if present)
 - c. Architect/Engineer
 - i. Principal in Charge
 - ii. Design Professional
 - iii. Consultants
3. Communication Procedures
 - a. The A/E is responsible for taking and distributing minutes of this meeting and all project directory, including Contact names, addresses, phone, fax, e-mail, cell phone and all other methods of achieving communication.
 - b. Minutes – to whom copied
 - c. Design Submittals – number, to whom copied
4. Project Scope
 - a. Discuss Scope
 - b. Establish Priorities
5. CDB Requirements
 - a. 255 Personnel
 - b. Error and Omission Policy
 - c. Standards Required – CDB Documents
 - d. Submittal Requirements
6. User Requirements

CDB / College of Lake County
Construct Student Services / Adult Education Center, Waukegan

Meeting Agenda

September 16, 2014

Page 2 of 2

- a. Policies and Procedures
 - b. Special Conditions

- 7. Code Requirements

- 8. Impact With Other Projects

- 9. Schedule
 - a. Design Phase
 - i. Submittal schedule (PA, SD, DD, 25%, 50%, 75%, 100%)
 - ii. CDB and user review time
 - b. Construction Phase

- 10. Tour

- 11. Summarize – communication, teamwork, cooperation

- 8. Next steps

ATTACHMENTS Existing Site 3D Image

CC File: 213007.10:B3

Organizational Chart





W Clayton St

Jack Benny Plaza

College of Lake County
Lakeshore Campus

W Madison St

111 N.
GENESEE

FORMER
NEWS - SUN
SITE

3 BUILDINGS TO
BE DEMOLISHED

33 N.
GENESEE

FORMER MADISON
AVE. RESTAURANT
SITE

31 N. GENESEE

CITY PARKING
STRUCTURE

1 N. GENESEE

W Madison St

W Madison St



CLC Lakeshore Campus Expansion
Community Programming Committee

9-16-13: Everyone on the list has been sent a meeting invite except Tom O'Connell

	Organization	Representative	Title	Phone	Email	Comments/Updates
1	City of Waukegan	Wayne Motley	Mayor	847-599-2510	wayne.motley@waukeganil.gov	9-13-13: Russ confirmed the Mayor's participation
2	City of Waukegan	Russ Tomlin	Director of Planning & Zoning	847-625-6878	russ.tomlin@ci.waukegan.il.us	9-13-13: emailed Russ about the Mayor and Alderman Beadling
3	City of Waukegan	Tom O'Connell	Chairman, Waukegan Economic Advisory Board	262-652-2800	tomo@pidarchitects.com	9/19/2013
4	Waukegan Main Street Committee	Jamie O'Meara	Board President	847-244-3133	jomeara@waukeganport.com	works for the Waukegan Port District
5	Waukegan Main Street Committee (alternate)	Jane Ferry	Executive Director	847-623-6650	jane@waukeganmainstreet.org	
6	Waukegan Chamber of Commerce	Ron Oesterlein	Executive Director	847-361-6210	ron@cw-cc.org	Ron is the representative but cannot make the Sept. 26th meeting
7	Waukegan Chamber of Commerce (alternate)	Annette Langelund	Member	847-261-2550	alangelund@thexcelgroup.com	Annette will attend the Sept. 26th meeting in Ron's place
8	Lake County Contractors Association	Tim Marabella	Executive Vice President	847-623-2345	tmarabella@lcca-il.org	Tim has a conflict for Sept. 26th, but will suggest an alternate
9	CLC Lakeshore Campus Advisory Committee	Melba Rivera	Committee Member	847-377-3072	Mrivera@lakecountytill.gov	works at Lake County State's Attorney's Office (847-204-6801 cell)
10	CLC Lakeshore Campus Advisory Committee	Torrie Newsome	Committee Member	847-650-3941	torrienewsome@aol.com	CLC grad & PT LSC instructor; attorney; husband of Alderman
11	Waukegan School District 60	Michael Rodriguez	Board Member (Past President)	847-623-6774	mrodriguez@wps60.org	9-16-13: email address correction
12	State Representative Mayfield's Office	Doug Harrington	District Assistant	847-599-2800	60thdistrict@gmail.com	9-13-13: Doug said either he or Rep. Mayfield will attend on 9-26-13.
13	State Senator Link's Office	NA	NA	847-821-1811	NA	9-13-13: Bill Holland said Senator Link will not have rep on committee
14	Former Dean, Lakeshore Campus	Eleanor Murkey	Former Dean	847-542-4950	emurkey@msn.com	
15	Rosalind Franklin University of Medicine & Science	Patrick Knott	Director, Undergraduate Programs for Adults		patrick.knott@rosalindfranklin.edu	9/18/2013: will attend instead of Dr. Welch
16	Northern Illinois University	Meryl Sussman		(815) 753-1315	msussman1@niu.edu	9/16/2013
17	Black Chamber of Commerce of Lake County	Lydia M. Lewis	Program Manager	847-599-9526	lydia.lewis@bccoflakecounty.com	9-13-13: Arthur Glass (Director) confirmed Lydia to be on committee
18	Capital Development Board	Bruce Locke	Senior Project Manager	312-814-6017	Bruce.Locke@illinois.gov	has a conflict for the Sept. 26th kickoff meeting & cannot attend
19	College of Lake County	Dr. Philip J. Carrigan	Trustee	847-727-1892	philrph1892@cs.com	9-16-13: 847-625-0381 (home)
20	College of Lake County	Dr. Jerry Weber	President	847-543-2200	jweber@clcillinois.edu	9/16/2013
21	College of Lake County	Dr. Al Baldwin	Dean, Lakeshore Campus	847-543-2113	abaldwin@clcillinois.edu	
22						
23						
24						

PROGRAMMING COMMITTEES FOR THE MASTER PLAN

Recommended Educational Affairs/ Student Development Administrators, Faculty, and Staff Members

Lakeshore 1/	Cafeteria 2/	Student Center	Site	Standards	Classrooms	Student Activities
Chair: Al Baldwin	Chair: Ross Courtemanche-Chair	Chair: Karen Hlavin	Chair: Brian Bonadore	Chair: Greg Evans	Chair: Ali O'Brien	Chair - SGA Pres Carlie Kostewicz
Co-Chair: Arlene Santos-George					Co-Chair: Roland Miller	
Members	Members	Members	Members	Members	Members	Members
Lourdene Huhra	Tracey Campbell	Rich Haney	Rory Klick	Shari Brueske	Cindi Trombino	Teresa Aguinaldo
Raiana Mearns	Cindy Schaumberg	Dan Gorman	Dee Sams	David Petrusis	Michelle Proctor	Jorge Tennin
Steve Holman	Gianna Fazioli	Kathryn Rogalski	David Bolton	Denise Harnish	Dan Dainton	SGA Members
David Weatherspoon	Doug Shimizu	Elizabeth Aiossa	Darryl Pope	Tammi Mireles	Cathy Colton	Rodolfo Ruiz-Velasco
Deb Jezuit	Christopher R. Wyniawskij	Kim Boyke			Donna Carlson	Patti Jackson
Rob Wygant	Dory Filiatreault	Tina Carpenter			Kim Gillespie	Shane Jones (Environmental Club)
Greg Evans	William Vena	Teresa Aguinaldo			Ed Bockman	Henna Kittridge (Cheer Team)
Kam Sanghvi	Jorge Tennin	Sylvia Johnson			Arlene Santos-George	Jose Velarde (Engineering Club)
Nedra Adams-Soller	SGA Representative TBD	Deb Michelini			Tom Crowe	George Gonzaga (Pride Alliance)
Karen Hlavin		Erin Fowles			Scott Rial	Pat Gonder (Asian Student Alliance)
Andrea Burruss		Jorge Tennin			Michelle Carter	David Bolton (Ceramics Club)
		SGA Representative TBD			Counselor TBD	
Alternates	Alternates	Alternates	Alternates	Alternates	Alternates	Alternates
William Vena	Stephanie Gray	Trish Andrews	Wendy Brown		Corine McCarthy	Gianni Fazioli (Environmental Club)
Chris Utecht	Chandrea Hopkins	Rodolfo Ruiz-Velasco	Greg Gordon		Jeff Stomper	Ryan Ecchevaria (Pride Alliance)
Suzanne Valentine-French	Craig Rich	Stephanie Gray	James Crizer		Lauren LoPresti	Ben Bates (Ceramics Club)
	Tara Simmons	John Kupetz			Gayle Miller	
		Zandra Genous			David Petrusis	
		Kim Gillespie				

Notes:

1/ Other Considerations: Is there a role for the Advisory Committee? Additional faculty to be determined based on programs at Lakeshore.

2/ Other Consideration: Additional full time faculty who are also club advisors.

Capital Development Board

CDB CLC SS-AEC Waukegan

CDB Project number : 810-056-024

9/17/2014

		START DATE	END DATE
SCHEMATIC DESIGN		Monday, September 08, 2014	Sunday, February 15, 2015
CDB REVIEW		Sunday, February 15, 2015	Sunday, March 15, 2015
DESIGN DEVELOPMENT (Up to 50% DD)		Sunday, March 15, 2015	Tuesday, September 15, 2015
CDB REVIEW (Up to 50% DD)		Tuesday, September 15, 2015	Thursday, October 15, 2015
DESIGN (Up to 50% DD)		Thursday, October 15, 2015	Friday, January 15, 2016
CDB REVIEW		Friday, January 15, 2016	Monday, February 15, 2016
DESIGN/CONSTRUCTION DOCUMENTS (from 50% DD to 100% DESIGN)		Monday, February 15, 2016	Sunday, May 15, 2016
	<i>Bid Document Release</i>		Friday, July 15, 2016
BIDDING & NEGOTIATING			
CONSTRUCTION ADMINISTRATION			
	<i>Receipt-of-Bids (Prime Contract)</i>		Tuesday, November 15, 2016
	<i>AE Substantial Completion</i>		Friday, February 15, 2019
	<i>AE Final Acceptance</i>		Wednesday, May 15, 2019
	<i>AE Contract Completion</i>		Friday, May 15, 2020

**CLC Lakeshore Campus Expansion & Renovation
CDB Project No. 810-056-024**

DRAFT

SCHEMATIC DESIGN PHASE PRELIMINARY SCHEDULE	Comments
September	
9 CDB Notice To Proceed	
17 CDB Orientation Meeting	
CLC Core Team Meeting #1	
Meeting with City of Waukegan?	review 6-story direction and other requirements (variance?)
October	
Blocking, Stacking & Adjacencies Meeting	collaborative session for 6-story direction
LEED Charette	Goal: Platinum
Tour of Waubensee CC, Aurora Campus?	could be beneficial to see this example
CLC Core Team Meeting #2	3 design studies....select one
Community Group Meeting #1	review 3 design studies
CLC User Group Sub-Committee Meetings	review blocking, stacking & adjacencies of selected option
November	
CLC Core Team Meeting #3	refinement of selected design
Begin PPCB form and cost estimate	
Community Group Meeting #2	
December	
CLC Core Team Meeting #4	
Public unveiling/presentation of final design	Merry Christmas!
Community Group Meeting #3	
Presentation to City?	
January	
Finalize SD design and related documentation	
Finalize PPCB	
Finalize LEED checklist	
February	
1-14 Finalize SD submittal	
15 SD submittal due to CDB	