

CHAMPAIGN COUNTY BOARD FACILITIES COMMITTEE AGENDA

County of Champaign, Urbana, Illinois

Tuesday, August 8, 2017 - 6:30 p.m.

Lyle Shields Meeting Room

Brookens Administrative Center, 1776 E. Washington St., Urbana

Committee Members:

Josh Hartke – Chair

Stan Harper – Vice-Chair

Jack Anderson

Shana Crews

Jon Rector

Giraldo Rosales

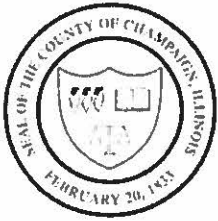
James Tinsley

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda/Addenda
- IV. Approval of Minutes
 - A. Facilities meeting – July 5, 2017 1 - 3
- V. Public Participation
- VI. Communications
- VII. For Information Only
 - A. Champaign County July 19, 2017 Letter to DOJ Regarding ADA Settlement 204-24-116 4 - 8
 - B. Downtown Jail Discussion with Sheriff Dan Walsh
 - C. Update on ITB #2017-006 Satellite Jail ADA Compliance Asphalt Project
 - i. Recommendation Letter form Bailey Edwards Architecture 9 - 10
- VIII. Items for Facilities Committee Approval
 - A. Approval for Authorization for ITB #2017-010 Satellite Jail ADA Compliance Project
 - i. Proposed Project Schedule
- IX. Items to be Recommended to the County Board
 - A. None
- X. Facilities Director's Report
 - A. Update on Nursing Home Chiller Compressor Replacement Project
 - B. Update on Brookens 2-RTU's Replacement Project
 - C. Update on Coroner's Office Generator Project
- XI. Other Business
- XII. Chair's Report
 - A. Future Meeting – Tuesday, September 5, 2017 at 6:30 p.m.
 - B. Tour TBD
- XIII. Designation of Items to be Placed on Consent Agenda
- XIV. Adjournment

Champaign County strives to provide an environment welcoming to all persons regardless of disabilities, race, gender, or religion. Please call 217-384-3776 to request special accommodations at least 2 business days in advance.

(217) 384-3776

(217) 384-3896 Fax



**Champaign County Board
Facilities Committee
County of Champaign, Urbana, Illinois**

MINUTES – SUBJECT TO REVIEW AND APPROVAL

DATE: Wednesday, July 5, 2017
TIME: 6:30 p.m.
PLACE: Lyle Shields Meeting Room
Brookens Administrative Center
1776 E. Washington, Urbana, IL 61802

Committee Members

Present: Jack Anderson, Shana Crews, Stan Harper, Josh Hartke, Jon Rector, Giraldo Rosales, James Tinsley
Absent: NONE

County Staff: Rick Snider (County Administrator), Dana Brenner (Facilities Director), Tammy Asplund (Recording Secretary)

Others Present: Bradley Clemmons (County Board Member), Aaron Esry (County Board Member), Jim McGuire (County Board Member), C. Pius Weibel (County Board Chair)

MINUTES

I. Call to Order

Committee Chair Hartke called the meeting to order at 6:30 p.m.

II. Roll Call

A verbal roll call was taken and a quorum was declared present.

III. Approval of Agenda

MOTION by Mr. Harper to approve the agenda; seconded by Mr. Rosales. Upon vote, the **Motion Carried Unanimously.**

IV. Approval of Minutes – June 6, 2017

MOTION by Mr. Rosales to approve the minutes of the June 6, 2017 meeting; seconded by Mr. Anderson. Upon vote, the **Motion Carried Unanimously.**

V. Public Participation

None

VI. Communications

None

VII. For Information Only

None

VIII. Items for Facilities Committee Approval

A. Approval for Authorization for ITB #2017-006 Satellite Jail ADA Compliance Asphalt Work Project Bid Document

Mr. Brenner summarized this ADA project. He noted this is the last component of the ADA parking space repairs. According to Mr. Brenner, the concrete entrances will also be repaired or replaced. The project also includes sealing and painting of stripes in the parking area. Mr. Brenner stated this project is scheduled for completion by fall.

MOTION by Mr. Harper to approve Authorization for ITB #2017-006; seconded by Mr. Anderson. Upon vote, the **Motion Carried Unanimously.**

B. Proposed Project Schedule (for information only)

IX. Items to be Recommended for County Board Approval

A. None

X. Facilities Director's Report

A. METCAD Emergency Electric Panel Replacement

Mr. Brenner stated this project, including a new panel and cable is complete and has been paid for.

B. CCNH Emergency Fire Alarm Panel Replacement

Mr. Brenner explained the Edwards fire alarm panel at the Nursing Home went bad. Thompson Electronics installed a new panel and completed all necessary inspections. Mr. Brenner commented that initially the bill will be covered in the capital asset funds, but the Nursing Home will be billed later.

C. Update on FY2017 Capital Asset Fund Expenditure Summary

Mr. Brenner reviewed the summary provided in the agenda packet. He noted there is approximately \$180,000 for the remainder of the year. Mr. Brenner discussed the ILEAS building mold issue. He recommended hiring an Engineer to evaluate how to close portions of the building utilities.

D. Update on CCNH Chiller Compressor Replacement

Mr. Brenner noted this project may be complete in early August.

E. Update on Brookens POD #200 Multi-Zone RTU Replacement

Mr. Brenner stated this project should be complete by the end of September.

F. Update on Coroner's Office Generator Project

Mr. Brenner stated this project should be complete by the end of September. Mr. Brenner stressed the need to have backup power, particularly for the Coroner and Maintenance Building.

G. Update on Sheriff's Office/Downtown Jail Discussions

Mr. Brenner stated he and members of the Sheriff's department met with an architectural firm called Reifstack/Reed to talk about closure of the downtown jail. He and Rick Snider will meet with Eagle Container next week to discuss temporary housing solutions for the project. In response to a question from Mr. Rosales, Mr. Snider responded the downtown jail houses approximately 60 detainees. According to Mr. Brenner, there has not been a discussion specific to the Sheriff's 20,000 square feet of office space. Mr. Esry suggested Eagle Containers offer a solution for the office space, in addition to the jail space. Mr. Snider noted the Sheriff is collecting estimates for housing detainees in neighboring County facilities.

XI. Other Business

None

XII. Chair's Report

Mr. Hartke stated the next Facilities Committee meeting is Tuesday, August 8, 2017 at 6:30 p.m.

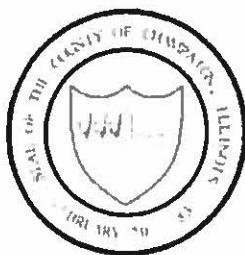
XIII. Designation of Items to be Placed on the Consent Agenda

None

XIV. Adjournment

Mr. Hartke adjourned the meeting at 7:04 p.m.

***Please note the minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

**ADMINISTRATIVE, BUDGETING, PURCHASING & HUMAN RESOURCE
MANAGEMENT SERVICES**

July 19, 2017

United States Department of Justice
Disability Rights Section, Civil Rights Division
950 Pennsylvania Ave., N.W.
Washington DC 20530

Re: ADA Settlement Agreement DJ 204-24-116

Dear Mr. Jackson and Mr. Kijewski:

Champaign County hereby submits its annual report summarizing its actions pursuant to Settlement Agreement DJ 204-24-116 with the United States Department of Justice. The County has made significant progress towards complying with the remedial actions identified in the Settlement Agreement.

Compliance reports for facilities and programs housed in others' facilities are being submitted by the County's Independent Licensed Architect via mail in disk format. During Ms. Ogden's conversation with Mr. Jackson on June 27, 2017, the County respectfully requested an extension of the compliance deadline for its Sheriff's Office and Correctional Center facilities. Mr. Jackson stated that the County's request for an extension would not be an issue based on the submission of a timeline for exiting the facilities, or a timeline for remedying the access issues. The County intends to provide a formal request for an extension by March 2018.

If you have any questions regarding this report or the supporting documents, please contact Deputy County Administrator Tami Ogden at 217-384-3776. Questions related to Champaign County's facilities may be directed to Facilities Director Dana Brenner at the same contact number.

Sincerely,

Richard S. Snider
County Administrator

Tami Ogden
Deputy County Administrator/Finance

**REPORT TO THE UNITED STATES DEPARTMENT OF JUSTICE FROM CHAMPAIGN
COUNTY, ILLINOIS IN RESPONSE TO A SETTLEMENT AGREEMENT UNDER THE
AMERICANS WITH DISABILITIES ACT DJ 204-24-116
7/19/17**

NOTIFICATION

The posted Notice is refreshed when contact information changes, last occurring on 6/30/2017. The County's written procedures are included with this submission.

ADA COORDINATOR

Champaign County notified the Department of Justice of the planned change in one of its ADA Coordinators on 6/20/2017 (effective 7/1/2017). As required by the agreement the County's web site and posted notices were updated to reflect this change.

INDEPENDENT LICENSED ARCHITECT

ILA reports from Bailey Edward will be submitted via mail in disk format as requested by the Department of Justice.

GRIEVANCE PROCEDURE

The posted Grievance Procedures are refreshed when contact information changes, last occurring on 6/30/2017.

GENERAL EFFECTIVE COMMUNICATION PROVISIONS

Administrative Services maintains current lists of qualified sign language and oral interpreters, qualified readers, real-time transcription services and vendors able to put documents in Braille. Procedures and time frames for fulfilling requests are outlined in Champaign County's Serving People with Disabilities Handbook. Employees receive Illinois Relay Services Training when applicable, and a record of employees who have completed the Illinois Relay training between 7/1/2016 and 6/21/2017 is included with this report.

LAW ENFORCEMENT AND EFFECTIVE COMMUNICATION

The Champaign County Sheriff's Office maintains a list of oral and sign language interpreters, and utilizes Sorenson Video Relay Service in order to provide effective communication 24/7. TTYs and videophones are located in the Sheriff's Office, Downtown Jail and Satellite Jail. Sheriff's Office policy allows persons with disabilities an extended time to utilize a TTY, videophone and relay service, and will make reasonable efforts to provide the preferred communication device.

EMPLOYMENT

Champaign County's personnel policies comply with the U.S. Equal Employment Opportunity Commission regulations implementing title I of the Americans with Disabilities Act of 1990. Additional guidance is provided regarding hiring, interviewing, and employment in the County's Serving People with Disabilities Handbook. Supervisor training was initially conducted on

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7/19/17**

January 27, 2016, and a record of employees who have completed the Supervisor training between 7/1/2016 and 6/21/17 is included with this report.

POLLING PLACES

Voter registration materials are available in alternate formats including Braille, large print, audio format and accessible electronic format. Poll worker training is conducted prior to each election and includes information on assisting voters who require aid, curbside voting, Voter Assistance Terminal (VAT), polling place accessibility and the rights of people with disabilities. The County Clerk offered curbside voting on demand at all voting locations for the November 8, 2016 General Election, the February 28, 2017 Consolidated Primary, and the April 7, 2017 Consolidated Election. The County Clerk will implement temporary remedies such that polling places are accessible on Election Day by providing curbside voting on demand at all polling places.

EMERGENCY MANAGEMENT PROCEDURES AND POLICIES

Champaign County's Emergency Operations Plan (EOP) implements Chapter 7 of the Department of Justice's *ADA Best Practices Tool Kit for State and Local Government* to address the ADA obligations of emergency management, including planning, preparedness, evacuation, shelters, medical and social services, lodging and housing programs, recovery, and rebuilding. The EOP was approved by the Illinois Emergency Management Agency in November 2015. The County resubmitted its EOP for review in May 2017 and is awaiting approval which is anticipated later this year.

SIDEWALKS

A ramp inventory and record of ramps requiring reconstruction was previously submitted to the Department of Justice. The County Engineer will release a bid for ramps requiring reconstruction in late 2017, with construction completion scheduled prior to 6/30/18. Upon completion, the Independent Licensed Architect will perform inspections to document compliance with applicable architectural standards.

WEB-BASED SERVICES AND PROGRAMS

Champaign County's website has been reviewed by Independent Consultant, Tim Offenstien who was previously approved by the Department of Justice, and is compliant with WCAG 2.0 Level A & AA guidelines. The Circuit Clerk's website was completed on 7/7/17 and is awaiting testing by Mr. Offenstien.

AppliTrack, the County's online application program, has notified the County that it has made considerable progress towards improving accessibility and it will be in full compliance with WCAG 2.0 Level A & AA guidelines by November 2017.

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7/19/17**

The annual distribution of the Accessibility Policy was completed on 3/8/2017. Notification of accessibility requirements was provided to third party sites and the County continues to encourage full compliance. Ongoing development is being run through automated WCAG evaluators including <https://validator.w3.org/>.

The County's Information Technology department is working with PACE of Central Illinois to arrange for individuals with different disabilities to test the County's webpages for ease of use and accessibility barriers.

NEW CONSTRUCTION, ALTERATIONS, AND PHYSICAL CHANGES TO FACILITIES

Champaign County has made significant progress in addressing its facilities access issues and continues to work closely with its Independent Licensed Architect in order to meet the compliance requirements of the Settlement Agreement. ILA reports are being submitted via mail in disk format as requested by the Department of Justice.

The required interior modifications at the Adult Detention Center are complete and were certified by the ILA on 7/18/16. The bid opening for the required exterior modifications is scheduled for 8/3/2017 with planned improvements to be completed no later than 3/20/2018. The access issues identified at the Sheriff's Office and Correctional Center have not yet been remediated. Per Ms. Ogden's conversation with Mr. Jackson on June 27, 2017 a request for an extension of the compliance deadline for these facilities was agreeable to the department. The County will inform the department of its progress throughout the planning process and provide detailed information as to the requested extension as soon as we have a plan and timeline in place. The next step in the planning process will be discussion of the necessary steps to vacate the Sheriff's Office and Correctional Center. The Sheriff will address the County Facilities Committee at its meeting scheduled for August 8, 2017, regarding research on out of county boarding, facility alternatives and the operational needs of the Sheriff's department.

PROGRAM MODIFICATIONS

The Champaign County Regional Planning Commission was successful in finding an alternate location for the Urbana Head Start facility, formerly located at 108 S. Webber Street, which had multiple access issues identified in Attachment L. The program relocated to 1603 E. Mumford Drive in March 2017. The architect's report with certifications documenting compliance, access issues that have been remediated, comments and photographs is submitted with this report.

MISCELLANEOUS PROVISIONS

Champaign County's annual written report summarizing its actions pursuant to the Settlement Agreement is hereby submitted. The County continues to train employees on the requirements of the ADA and appropriate ways of serving people with disabilities. A record of employees trained between 7/01/2016 and 06/21/2017 is included with this report.

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Attachments:

**Champaign County's Serving People with Disabilities Handbook
Record of employees trained between 07/01/16 – 06/21/17
Cover Letter from Bailey Edward, Independent Licensed Architect**



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 1-217-241-2453
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1129 South Main Ave
 Champaign, IL
 61811-4029

August 3, 2017

Mr. Dana Brenner
 Facilities Director
 Champaign County Administrative Services, Physical Plant Division
 1776 East Washington Street
 Urbana, Illinois 61802-4581

Re: Champaign County Satellite Jail Asphalt Project ITB#2017-006
 Architect Recommendation of Award of Bids

Dear Mr. Brenner:

The following is Bailey Edward's bid analysis and recommendation for ITB # 2017-006 Champaign County Satellite Jail Asphalt Project bid. This scope is for select ADA improvements at the Satellite Jail parking area and installing a coating at the parking area. This work was bid as one (1) General Work bid.

Pre-Bid Effort

The Project Team targeted qualified contractors to solicit interest and bids. Bailey Edward followed up with the Contractors to clarify the scope of the project, provide information, and confirm overall Prime Contractor commitment to providing bids in efforts to receive competitive bids. The plans were posted in a plan room and printed copies were made available at our offices. The documents were also available for free download from the Champaign County web site.

Opinion of Probable Costs (OPCC) Amount:

Estimated Value of 100% CDs	\$86,000.00
Champaign County's Funds Available for Construction (FAC)	\$86,000.00

Bid Results

One (1) bid was received and opened on Thursday, August 03, 2017 at 2:00 pm in the Lyle Shields Meeting Room at Brookens. The Bid Tabulation Summary is attached to this letter for reference. The only bid received was Stark Excavation at \$103,541.44.

Comparison Analysis based on Bid and Scope Review

The Bailey Edward team always strives to do our best to provide the most current estimated construction costs for our clients, including contacting suppliers during design to include accurate opinions of cost.

We spoke with Stark and they have a good understanding of the scope of work indicated in the documents. This company has performed good work in the past and we have found no reason for disqualifying this bidder provided the bidder is currently in good standing with Champaign County, has current pre-qualification requirements fulfilled.



1-817-384-3375
1-412-400-2803
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11419 South Main Ave
Chattanooga, TN
37421-4829

Schedule Improvement Opportunities

No schedule improvements were offered by any of the bidders.

Bailey Edward's Recommendation

Based upon the bid results, Bailey Edward recommends not awarding the project. The base bid amount was \$103,541.44 which is \$17,541.44 above the Funds Available for Construction (FAC). Due to the limited scope of work, we understand the bidders may have been aware that only one contractor was submitting a bid and therefore the bids were not as competitive as we would typically experience. We contacted other plan holders and were told their firm was too busy to complete our scope of work this fall. At least one company said they would not bid the work if it was required to be completed this fall.

Bailey Edward recommends rebidding the project with a small modification to the work.

Option 1- Identify a smaller scope of base bid work. All work required to comply with the DOJ agreement would be identified as base bid. The remaining scopes of work would be identified as alternate bids.

Option 2 - Allow the work not required by the DOJ agreement to be performed in the spring. All work required to comply with the DOJ agreement / ADA compliance could be performed this fall.

Should you have any questions or require additional information, please do not hesitate to contact our office at your convenience.

Respectfully,

Karla J. Smalley, AIA
NCARB, LEED AP