

Kick-Off Meeting Minutes

Meeting Date: March 12, 2010
 Time: Noon – 3:00 pm
 Project Name: **DeKalb County Courthouse Expansion**
 Job Number: 50038973
 Attendance: Ad Hoc Oversight Committee (AHOC):

Ruth Ann Tobias Larry Anderson Kenneth Anderson
 Julia Fauci John Hulseberg

Maureen Josh
DeKalb County Staff:

Ray Bockman Gary Hanson James Scheffers

PSAD|BCA:

Daniel Atilano Jim Matarelli Matthew Meives

Gilbane Building Company:

Doug Lim Tom Leonard

Absent: Judge Kurt Klein

Discussion Items:

1. Introductions

2. Project Approach / Work Plan

Activity / Phase		Timeline
Schematic Design	12 weeks	March 17 – June 16, 2010
Work Sessions	AHOC + Staff	March 17 – March 19
S. D. Review	AHOC	Wed., April 14, 3:00 – 5:00 pm
S. D. Review	AHOC	Wed., May 12, 3:00 – 5:00 pm
S. D. Review	AHOC	Wed., June 9, 3:00 – 5:00 pm
S. D. Presentation	County Board	Wed., June 16, 7:30 pm
Design Development	9 weeks	June 17 – August 18
D. D. Review	AHOC	Wed., July 14, 3:00 – 5:00 pm
D. D. Review	AHOC	Wed., Aug. 11, 3:00 – 5:00 pm
D. D. Presentation	County Board	Wed., August 18, 7:30 pm
Construction Documents	22 weeks	Aug. 19, 2010 – Jan. 19, 2011
C.D. Authorization to Bid	County Board	Wed., January 19, 7:30 pm
Bidding + Award	8 weeks	Jan. 20, 2011 – March 16
Construction	60 weeks	April 2011 – June 2012

Work Sessions Schedule

Ad Hoc Oversight Committee	
States Attorney	March 18, 8:00 am – 9:30 am
Public Defender	9:30 – 11:00 am
Court Services/Probation	11:00 – 12:30 pm
Circuit Clerk	1:00 – 2:30 pm
Security/Sheriff	2:30 – 4:00 pm
Information Technology	4:00 – 5:00 pm
Judges	5:00 – 6:00 pm
Building Maintenance	8:00 am – 9:30 am
AHOC Summary / Findings	March 19, noon – 2:00 pm

3. Project Expectations / Project Success

- Maintaining the historic feel of the existing building
- Exterior as aesthetically pleasing as the interior
- Function needs to work
- Curb appeal, matching exterior appearance, exterior is a priority over the interior finish

- Technology needs to be considered and incorporated – flexibility
- People that use it have to be part of the planning process
- Mock-up process to be part of the project so people can sit in the space that is planned
- Maintaining and improving security
- Access to mechanical and space for future upgrade of mechanical equipment
- To stay within a construction budget of \$12M
- Keep the front door as the main entry
- Investigate two ideas of adding on to the building
- Energy efficiency, life cycle costs vs initial costs
- Minimize disruption of services during construction without compromising the best solution
- Windows need to be replaced, seals are bad and leak air
- Emergency service / generator
- Is this an expansion to the side or an addition to the north?
- Master plan the site to incorporate the potential for future expansion
- Not keeping the public outdoors at the main entry while waiting to enter the building by taking space from the circuit clerk area
- Employee lounge
- Circuit Clerk records storage
- Storage
- No parking on the courthouse square

4. Project Understanding

- Mission Statement
- Scope
- Form/Function/Economy
- Concepts + Ideas
Investigate two ideas - wings with a priority of image and to the north with a balance of image, function and cost

5. Questions / Comments

- Discussion was held to issuing a press release and a campaign with Ruth Ann as the spokesperson to combat the negative comments being made in the County. Maureen and Julia volunteered to aid with the campaign.

6. Next Steps

- Site Survey – PSAD to coordinate proposal with Baxter Woodman as an owner cost.
- Environmental Analysis, Phases 1 + 2 – PSAD to coordinate proposal between consulting firm and County as an owner cost.
- Soil Testing – PSAD to coordinate with Gilbane as an owner cost.

These meeting minutes constitutes my understanding of the items discussed. Please indicate in writing any additions or revisions to our office.

Sincerely,

PSA Dewberry|BCA



Daniel R. Atilano, AIA, Principal

Copy: AHOC/Attendees/File