

# Design Development Presentation

## Meeting Minutes

Meeting Date: October 13, 2010  
Time: 3:00 pm – 5:00 pm  
**Project Name:** DeKalb County Courthouse Expansion  
Job Number: 50038973  
Attendance:

Ad Hoc Oversight Committee (AHOC):  
Ruth Ann Tobias                      Larry Anderson                      Kenneth Andersen  
Julia Fauci                              John Hulseberg                      Judge Kurt Klein  
Maureen Josh  
DeKalb County Staff:  
Ray Bockman                      Gary Hanson                      James Scheffers  
PSAD|BCA:  
Matthew Meives  
Gilbane Building Company:  
Tom Leonard

### Items Discussed:

---

1. A PowerPoint slide presentation was made by PSAD | BCA. Copies of the material were distributed to all attendees and a pdf was sent to all project team members on October 22, 2010.
2. **Total Project Budget** – An updated cost estimate prepared by Gilbane on October 6, 2010 was incorporated into the presentation which shows that the total costs holding near the \$14.5M budget.
3. **Cost Refinements** – Gilbane has included in the budget the build out of the security screening remodel cost and will be part project. Additional cost refinements are itemized in the cost estimate distributed by Gilbane on September 8, 2010.
4. **Add Alternates** – The add alternate list has been expanded to twelve items, all of which are reflected in the presentation. Potential costs for many of the items have not been determined and are not included in the Total Project Budget.
5. **Courtroom Expansion** – The committee approved a design change to expand the second and third floor courtrooms toward the south which would increase spectator seating from 51 occupants to 66 occupants. This change will include adding roughly 680 gross square foot to the building and eliminating the south facing windows (8 total, 4 on each floor). The estimated cost for this expansion is roughly \$150,000.00 which will be taken out of the design contingency portion of the budget.
6. **Employee Entrance** – PSA will review possible employee entrance locations with the staff and sheriff for use during construction. The possibility of using the existing entry point into the existing public defender on the southwest corner of the building was discussed however some additional security control will need to be included to control access to the remaining space.
7. **Plan Revisions** – PSA presented updated plan revisions.
8. **Web Cam** – The possibility of utilizing a web cam on site during construction was reviewed however due to cost and security concerns this item will not be utilized during construction.
9. **ARRA Signage** – PSA will review if there is any type of signage requirements for projects that are funded by recovery zone facility bonds.
10. **Entrance Doors** – The new entrance/ exit doors being provided on the first floor at the security screening space will need to be able to be secured from a remote location.

These meeting minutes constitute my understanding of the items discussed. Please indicate in writing any additions or revisions to my attention.

Sincerely,  
**PSA Dewberry | BCA**

A handwritten signature in cursive script, appearing to read 'M. Meives', enclosed in a circular flourish.

Matthew Meives, AIA, Project Manager

Copy: AHOC/Attendees/Project Team/File