

Design Development Presentation

Meeting Minutes

Meeting Date: February 9, 2011
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, Gary Spivey

Items Discussed:

1. A presentation was made by both PSA-Dewberry and Gilbane. Copies of the material were distributed to all attendees at the meeting.
2. This meeting served as a transition meeting from design based presentations to construction based presentation.
3. **Bid Documents** – The balance of the job was issued for bid on February 4, 2011. A pre-bid meeting will be held on February 22, 2011 and a public bid opening will be held on March 10, 2011.
 - a. Gilbane presented a cost break which showed a 15% reduction in bid scopes. If this targeted reduction could be realized then there's a potential for all of the project alternates to be accepted.
4. **Steel Bids** – Steel bids were received and the apparent low bidder is within budget.
5. **Utility Relocate** – The final solution for the utility relocation was presented as follows: The electrical lines, phone, cable and fiber optic lines on the north side of the site will be buried from the east to the west of the site. The residential lines will be rerouted down the alley to the north of the residences and direct buried to each house. Gilbane is coordinating what will be required to repower the residences with the city and Comed.
6. **Project Construction Schedule** – Gilbane presented an overview of the construction schedule as well as important milestone dates. The critical path for the construction is to get the new high volume court open which will allow for renovation work to begin in the existing courthouse.
7. **Phasing Plans** – Gilbane presented a preliminary phasing plan which indicated when areas of the existing courthouse planned for renovation will be shut down. These plans were acceptable to the court staff and will be included with the bidding documents.
 - a. The first area to be shut down will be the entrance points on the north side of the building. The temporary prisoner and employee entrance location through the existing Public Defender will need to be ready by early April.
8. **Construction Testing** – PSA will provide a list of code required construction testing to Gilbane. Gilbane will use this in hiring a testing company.
9. **Ground Breaking** – A ground breaking ceremony has been planned from April 4, 2011 at 11:00 on the north side of the courthouse. Julia Fauci will assist in putting together the invitations.

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'.

Matthew Meives, AIA, Project Manager

Copy: AHOC/Attendees/Project Team/File