



Property Committee

Greg Longfellow, Chairman
James Carius Community Room
101 S. Capitol Street
Pekin, Illinois 61554
Tuesday, October 22, 2024 – 3:30 p.m.

I. Roll Call

II. Approve the minutes of the September 17, 2024 meeting and September 25, 2024 in-place meeting

III. Public Comment

IV. New Business

- P-24-19 A. Recommend to approve a request for proposal for a computerized maintenance management system for the Property and Facilities Management Department
- P-24-28 B. Recommend to approve the first amendment to the agreement with Wold Architects and Engineers
- P-24-29 C. Recommend to approve Memorandum of Understanding with the Board of Health for the Tremont Campus and 1800 Broadway
- P-24-30 D. Recommend reconsideration of an Ameren easement of the County Farm
- P-24-31 E. Recommend to approve proposal from Taza Construction for epoxy work at 101 S. Capitol
- F. Discussion: Current Projects Update
- G. Discussion: Relocation of power line for new Sheriff's metal storage building at the Tremont Campus
- H. Executive Session - 5 ILCS 120/2(c)(6) – Setting of a price for sale or lease of a property

V. Reports and Communications

VI. Unfinished Business

VII. Recess

Members: Chairman Greg Longfellow, Dave Mingus, Bill Atkins, Mark Goddard,
Nick Graff, Jon Hopkins, Kim Joesting, Tammy Rich-Stimson, Max Schneider



Minutes pending committee approval

Property Committee Meeting

James Carius Community Room

Tuesday, September 17, 2024 – 3:32 p.m.

Committee Members Present: Chairman Greg Longfellow, Vice-Chair Dave Mingus, Nick Graff, Kim Joesting, Bill Atkins, Jon Hopkins, Tammy Rich-Stimson, Max Schneider

Committee Members Absent: Mark Goddard

MOTION **MOTION BY MEMBER MINGUS, SECOND BY MEMBER HOPKINS** to approve the minutes of the August 20, 2024 meeting, and August 28, 2024 in-place meeting

On voice vote, **MOTION CARRIED UNANIMOUSLY.**

MOTION

P-24-25

MOTION BY MEMBER GRAFF, SECOND BY MEMBER SCHNEIDER to recommend to approve the purchase of a truck for Animal Control

Chairman Longfellow stated that the dealership advised that they have trucks available now Animal Control Director Libby Aeschleman is requesting a truck now and will come back next year to request another truck.

On voice vote, **MOTION CARRIED UNANIMOUSLY**

Discussion: Five-Year Capital Plan

Facilities Maintenance Director Mike Schone provided an overview of the Capital Improvement Plan for FY25 through FY29 including the following projects:

- Courthouse – Facilities Improvements

Member Graff questioned if the exterior of the Courthouse would be cleaned prior to the Bicentennial celebration and Director Schone confirmed that it would be.

Member Joesting questioned if the courthouse stairs were removed, would they be discarded. He stated that they could put a piece of them up in the courthouse and show what 100 years of footwear does instead of discarding them.

- McKenzie Building - Facilities Improvements
- Justice Center - Facilities³ Improvements

- Animal Control - Facilities Improvements

Member Schneider questioned if there is a time of year that would work better for the remodel and addition. Animal Control Director Libby Aeschleman stated that business would be interrupted regardless of when the projects are done.

Chairman Longfellow stated that this project has been pushed back due to the new Health Department building. He stated that there is a process of adding some office space, changing the HVAC around, and adding some new dog kennels.

Facilities Maintenance Director Mike Schone stated that the building could be remodeled for about \$500,000. He stated that for \$1,200,000, we could build a brand-new building from the bottom up.

- EMA - Facilities Improvements
- Health Department Offices in Tremont - Facilities Improvements
- Health Department in Pekin - Facilities Improvements
- Pekin Campus – Grounds Improvements
- Tremont Campus – Ground Improvements
- Justice Center Annex – Construction
- County-Wide Equipment Purchases
- County-Wide Technology
- Highway Department Capital
- Contingency

Member Harris voiced his concerns regarding the amount of projects that were in the CIP fund for FY24. He stated that many of those projects were pushed to FY25, and now we have new projects scheduled for FY25. He questioned how these projects would get completed.

Chairman Longfellow stated that we will have to change how things are done, and the major contract big dollar jobs will have to go through a contractor. He stated that they decided to contract the Broadway building, and a lot of money was saved.

Chairman Longfellow stated that insulation for the courthouse was accidentally left off the five-year CIP.

Administrator Deluhery stated that the insulation project was not budgeted for this fiscal year. He stated that previously, we would have budgeted it in the general fund. He stated that this project was not on our radar, but after going through the buildings, we realized insulation was needed. He stated

that with CIP when we have projects listed there, we can spend the funds on each project. He stated that by state statute, we have to specify each project for which we plan to use it. He stated that projects cannot be added throughout the year.

Chairman Longfellow questioned if it would be allowed as we did with the Health Department; we put \$1,500,000 under the new Broadway Building Health Department remodeling project, and that covered all the things up until this point. He questioned if we could put \$1,500,000 under the Courthouse to cover all projects for any unexpected problems that come up. He questioned if we could get these authorized per building through CIP instead of by item.

Administrator Deluhery stated that this would need to be researched, however, he believes that if there are funds that we know we are going to extend for the projects, then we could do it in bulk. He stated that we have chosen to itemize it to get more information to the board.

Deputy Chief State's Attorney Mike Holly stated that there are statutes that apply to the capital improvements and the description of the work to be done has to be reasonably specific. He stated that he is not sure if describing the work in a building would be specific enough.

Chairman Longfellow stated that his concern is when unexpected projects or problems with a project come up.

Administrator Deluhery stated that there is 5% contingency within the CIP fund and we also have the general fund contingency. He stated that the funding source for the CIP fund is the general fund. He stated that he would recommend that we use contingency in the general fund which we can use for these projects. He stated that we could move forward with the insulation now, we could either pull \$25,000 if Mike Schone had enough funds in the budget or use contingency in the general fund.

Member Rich-Stimson questioned what happens when you have a \$50,000 budget, but you only spend \$40,000.

Administrator Deluhery stated that if it was in the CIP fund, the \$10,000 would stay in there until the end of the year. He stated that there might be another project that came in higher. He stated that at the beginning of each fiscal year we look at the total amount of projects and how much funds we have and what we will need. He stated that if there were an excess of funds, it would get moved back to the general fund.

Chairman Longfellow questioned if the excess of funds would stay within the fund for the specific building.

Administrator Deluhery stated that he believes if it is listed in the CIP, we would be able to use it if one project in one building was a little higher and one was a little lower, we would be able to use those to offset as long as

they were both budgeted.

Member Hopkins questioned if you have two things budgeted for 2025 and one project ends up being double, can you just not do the other project and re-budget it again the following year.

Chairman Longfellow stated that the McKenzie Building took almost three years from the time we got it contracted. He stated that you can have a project re-bid or do part of it one year and part of it the next.

MOTION

P-24-26

MOTION BY MEMBER MINGUS, SECOND BY MEMBER SCHNEIDER

to recommend to approve a proposal for security video monitoring and door access controls for the Health Department at 1800 Broadway

On voice vote, **MOTION CARRIED UNANIMOUSLY**

Discussion: Sheriff's Building at Tremont Campus

Chairman Longfellow stated that we asked transportation to level off the lot for us and they found a big slab of concrete. He said that they may have to go outside of transportation to get that concrete removed and some sewer manholes covered back. He stated that Blunier Builders is scheduled to come out on October 14, 2024.

Discussion: Justice Center Annex

Chairman Longfellow stated that Wold is working on drawings and boring was completed on Monday. He stated that there is a mechanical meeting scheduled for Thursday. He stated that the contract on the other building has been sent to the owners so we should hear back in the next week.

Administrator Deluhery stated that he has been working with Wold on technology that would be used for courtrooms and the design of the building, including all the rooms.

Discussion: Approval of Capital Improvement Plan

Chairman Longfellow questioned if the property committee wanted a resolution for the approval of the CIP. He stated that last year it was approved by discussion.

Deputy Chief State's Attorney Mike Holly stated that if it is included in the budget and the budget has been approved, he thinks that is adequate.

Discussion: September In-Place Meeting Projects

Chairman Longfellow stated that we have one item for an in-place meeting at the County Board meeting next week. He stated that we put out a bid proposal for the sidewalk replacement and repair at the Broadway building.

Member Joesting questioned the status of the Veteran's Assistance Commission office. Chairman Longfellow stated that a decision has not been made, however, he believes they will be moving into the Tazewell Bank Building.

Administrator Deluhery stated that the first floor of the Tazewell Bank Building has offices, which Steve Saal would like to have in order to have more sound areas.

Member Joesting questioned if the basement is still wet and Facilities Maintenance Director Mike Schone stated that there has been some pump issues which were resolved and air purifiers are run on a regular basis.

RECESS Chairman Longfellow recessed the meeting at 4:36 p.m.

(transcribed by S. Gullette)



Minutes pending committee approval

In-Place Property Committee Meeting

James Carius Community Room

Wednesday, September 25, 2024 – 7:21 p.m.

Committee Members Present: Chairman Greg Longfellow, Vice-Chair Dave Mingus, Bill Atkins, Nick Graff, Jon Hopkins, Kim Joesting, Mark Goddard

Committee Members Absent: Tammy Rich- Stimson, Max Schneider

MOTION

P-24-27

MOTION BY MEMBER HOPKINS, SECOND BY MEMBER JOESTING

to recommend to approve a bid for sidewalk replacement and repair at the Tazewell County Health Department Building, 1800 Broadway, Pekin, Illinois 61554

Chairman Longfellow stated that we received four bids and the lowest bidder was chosen.

On voice vote, **MOTION CARRIED UNANIMOUSLY**

RECESS

Chairman Longfellow recessed the meeting at 7:23 p.m.

(transcribed by S. Gullette)

COMMITTEE REPORT

Mr. Chairman and Members of the Tazewell County Board:

Your Property Committee has considered the following RESOLUTION and recommends that it be adopted by the Board:

RESOLUTION

WHEREAS, the County's Property Committee recommends to the County Board to approve a request for proposal for a computerized maintenance management system for the County's Property and Facilities Management Department; and

WHEREAS, the following requests for proposal for Project #2024-P-04 were submitted for review: Logan Maholm Facilities Management Express, ZLINK, INC., FACILITRON, Inc., Brightly Software, AtomA1 Solutions, Inc., Mimeo, Mass Group, EMAINT-1, and AssetWorks, Inc.; and

WHEREAS, Brightly Software was deemed the best option at the cost of \$54,186.51 with a subscription term of 33 months (11/1/2024 – 7/30/2027) as they provided for all costs associated with the implementation of their program, the most expedient response to our questions from their proposal, clarity regarding expanding in the future if necessary, and provides for a seamless transition to the CMMS program; and

WHEREAS, the cost of \$54,186.51 includes the following services:

- Cloud Services
 - Asset Essentials Core Plus: \$9,380.46;
- Professional Services (on-side incidental expenses)
 - PM Schedule Creation: \$3,500.20;
 - Equipment Barcode Tagging: \$3,500.20;
 - Facility Condition Assessment: \$25,863.20;
 - Asset Essentials Core Implementation with Consulting: \$11,942.45

WHEREAS, the cost includes unlimited assets within the current 220,000 square feet. It is an additional \$.16 per square foot to add additional assets beyond the 220,000 square feet; and

WHEREAS, year two Cloud Services Subscription for the cost of \$12,882.50 includes the following services:

- Facilities/Physical Plan Module;
- Dude Analytics
- Asset Essential Inventory

WHEREAS, year three Cloud Services Subscription for the cost of \$13,268.97 includes the following services:

- Facilities/Physical Plan Module;
- Dude Analytics
- Asset Essential Inventory

WHEREAS, Brightly Software manages all assets and supports decision-making with data that includes location, asset hierarchy, associated documents, prioritization, and total cost of ownership and provides the framework to track asset condition, warranty information, and make maintenance decisions based on condition, maintenance history, and replacement date/cost; and

WHEREAS, Brightly Software creates work orders or tasks from an asset or from submitted service requests for any type of work (custodial, mechanical, electrical, etc.) using either desktop or mobile devices, and routes them to approvers based on attributes or established workflows, and allows you to schedule and budget manpower, equipment, and materials based on estimated work effort, track contract maintenance projects, and receive, complete, and respond to requests; and

WHEREAS, Brightly Software creates, manages, and controls preventative maintenance schedules to extend the life of your equipment and keep assets operating at peak performance, and allows the County to track all reactive and scheduled preventative maintenance to comply with state-mandated inspections; and

WHEREAS, the project was funded for in the 2024 Capital Improvement Plan; and

WHEREAS, the County Administrator recommends approving the proposal and is authorized to move forward with the project as submitted.

THEREFORE BE IT RESOLVED that the County Board approve this recommendation.

BE IT FURTHER RESOLVED that the County Clerk notifies the County Board Office, the Facilities Director, Finance, and the Auditor of this action.

PASSED THIS 30th DAY OF OCTOBER, 2024.

ATTEST:

Tazewell County Clerk

Tazewell County Board Chairman



PREPARED FOR

Tazewell County ("Subscriber")
11 S 4Th St
Pekin, IL 61554

PREPARED BY

Brightly Software Inc ("Company")
11000 Regency Parkway, Suite 300
Cary, NC 27518

Dude Solutions is now Brightly. Same world-class software, new look and feel.

Meet Brightly at brightlysoftware.com

PUBLISHED ON

September 16, 2024



Q-403813

Sourcewell/NJPA purchasing contract

- <https://www.sourcewell-mn.gov/cooperative-purchasing/090320-sdi#tab-contract-documents> (<https://www.sourcewell-mn.gov/cooperative-purchasing/090320-sdi#tab-contract-documents>).
- Contract #090320-SDI

Subscription Term: 33 months (10/01/2024 - 06/30/2027)

Cloud Services				
Item	Start Date	End Date	Pricing Based On	Investment
Asset Essentials Core Plus	10/1/2024	6/30/2025	220,000.00 Sq. Ft.	9,380.46 USD
- Facilities/ Physical Plant Module	10/1/2024	6/30/2025		Included
- Dude Analytics	10/1/2024	6/30/2025		Included
- Asset Essentials Inventory	10/1/2024	6/30/2025		Included
				Subtotal: 9,380.46 USD
Professional Services				
Item			Pricing Based On	Investment
On-site incidental expenses				*See Note Below
PM Schedule Creation			220,000.00 Sq. Ft.	3,500.20 USD
Equipment Barcode Tagging			220,000.00 Sq. Ft.	3,500.20 USD
				Subtotal: 44,806.05 USD



Professional Services		
Item	Pricing Based On	Investment
Facility Condition Assessment	220,000.00 Sq. Ft.	25,863.20 USD
Asset Essentials Core Implementation with Consulting	220,000.00 Sq. Ft.	11,942.45 USD
		Subtotal: 44,806.05 USD
Total Initial Investment		54,186.51 USD

* Incidental travel related expenses will be invoiced to Client at cost but are not anticipated to exceed \$3,000 per week, per resource for on-site services.



Cloud Services Subscription

Item	Investment Year 2 Start Date: 07/01/2025	Investment Year 3 Start Date: 07/01/2026
Asset Essentials Core Plus	12,882.50 USD	13,268.97 USD
- Facilities/Physical Plant Module	Included	Included
- Dude Analytics	Included	Included
- Asset Essentials Inventory	Included	Included
Total:	12,882.50 USD	13,268.97 USD



Asset Essentials Implementation with Consulting Statement of Work

Summary:

Company will provide specified professional consulting services to Subscriber to implement Asset Essentials (AE), an on-line Computerized Maintenance Management System. These professional services include meeting with key stakeholders to ensure the set-up and configuration of the system will meet the client's operational needs; location and category hierarchies are configured appropriately; workflows meet the needs of the business; available data is cleaned, aligned and imported; and end users are trained and ready for go-live.

In Scope: The Deliverables below will be considered in scope of this SOW:

1. Asset Essentials Implementation with Consulting
2. Asset Essentials Training
3. Post Consulting Go-Live Support

Deliverables:

- Project initiation and discovery
- Available location, asset, user, PM schedule Data Loaded
- Account configuration
- User acceptance testing (UAT)
- End User training for Administrator and Full User roles
- Go-Live support

Acceptance Process:

As each deliverable is completed, the Project Coordinator will confirm with the Subscriber and document acceptance in the Project Community Portal.

- Project initiation and discovery
 - Kickoff call complete
 - Discovery call complete
 - Data, configuration, and training requirements documented
- Available data loaded
 - Available location, asset, user, PM schedule data is loaded in AE to meet documented data requirements.
- Account Configuration



- Account has been setup and configured to meet documented configuration requirements.
- User Acceptance Testing
 - Consultant-led end-to-end walkthrough and client UAT has demonstrated to Subscriber functionality meets configuration requirements.
- End User Training
 - Administrator and Full User roles have received training on their role.
- Go-Live Support
 - 30-day Go-Live Support period has been concluded.

Assumptions:

Subscriber Assumptions:

- There will be a single point of contact/project manager for the duration of the project.
- IT department is responsible for ensuring access to mobile devices, internet connections, email access, and web link access to the software such as white listing IP addresses.
- The appropriate resources will be available for all scheduled activities. Canceling or rescheduling consulting activities within 2 weeks of the scheduled activity may result in a rescheduling fee being assessed.
- For onsite activities, Subscriber will provide a dedicated space with adequate technology, including but not limited to monitor/projector, computers, mobile devices, quality phone and internet connections.
- Will provide relevant data to be loaded in a timely manner and in Excel or CSV format. Each record type will be provided in one file with one sheet with column headings and one record with corresponding attributes per row.
- If Subscriber is unable to provide data in an acceptable format for import, Consultant will guide Subscriber on how to manually create records.
- Subscriber has up to (5) business days to confirm deliverable acceptance. No response will be interpreted as acceptance.

Company Assumptions:

- Consultant will not access any 3rd party systems for the purpose of exporting data.
- Once End User Training has been completed, 30-day Go-Live Support period begins, consisting of up to 4 weekly 30-minute check-ins with the Implementation Specialist. If client does not attend a scheduled check-in, it will be assumed no assistance was needed.
- For on-site activities, Company will bill Subscriber for actual travel and associated expenses incurred.
- Any services not explicitly included in this SOW are assumed to be out of scope.

Project schedule and approach:

- Kick-off Call with Project Coordinator
 - Confirm software and services purchased
 - Identify key stakeholders
 - Assign resources
 - Schedule key milestone dates, including anticipated project completion date



- Access to Company's on-line Learning Management System
- Access to an interactive project plan
- Discovery with Consultant
 - Interview key stakeholders to understand specific maintenance & operations objectives
 - Overview of AE with key stakeholders, including data import requirements
 - Determine optimal AE configuration to meet objectives and drive KPIs
 - Document data and configuration requirements
 - Schedule required consulting activities and confirm projected completion date
- Data loaded by Consultant
 - Review, cleanse, and load available user, location, asset, and scheduled PM data
- Account configuration by Consultant
 - Populate key drop-down menus
 - Review/modify request and work order templates
 - Configure workflow for request/approval/assignment of work orders
- User Acceptance Testing
 - Configuration demo to walk through the end-to-end workflow from request to completion
 - Demonstrate key functionality meets configuration requirements
- Consultant conducts End User Training for Administrator and Full User roles
 - End-to-end walkthrough for their role
 - Desktop and mobile training
- Go-Live Support
 - Company provides (4) weekly check-in calls with Implementation Specialist and Subscriber
 - Company Implementation specialist addresses any issues identified. Where issues require product support, Implementation Specialist will submit to Company Support
 - Implementation Specialist adjusts configurations as needed prior to project close
- Project Close

Sample Project Timeline (project timelines may vary):

Timeline Events	Day 1	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13
Project Kick Off Call	█													
LMS (Learning Management System) Review and Q&A		█	█	█	█									
Discovery Call			█											
Data Review					█									
Data Loading						█								
Account Configuration						█	█							
UAT (User Acceptance Testing)								█						
User Training								█						
Post-Consulting Call									█					
GLS (Go Live Support)										█	█	█	█	
Project Close														█



Change Management:

Subscriber may request that the Company add services not in the specifications by submitting a written proposed change order to the Company. Submitted change requests will be reviewed for approval. Approved change orders will become part of the applicable SOW when executed by both Parties, and the services described therein will become part of the services.

Invoicing:

At the conclusion of Go Live Support, the main consulting milestone will be completed to trigger billing for the full consulting service.



Special Terms for Asset Essentials:

Asset Essentials pricing is based on a maximum storage limit of 200GB of data. Data storage that exceeds 200GB may subject to an additional fee.



Facility Condition Assessment Scope of Work

Purpose

Brightly's ("Company") facility condition assessment ("FCA") is a visual assessment evaluating the facility systems based on the following Standard Scope of Work ("SOW"). This FCA service will collect data on major facility assets, as well as provide narratives that summarize assessment observations and comments. An inventory of Equipment Items as well as a forecast model of upcoming System/Sub-System replacements will be imported into Company's work & asset management, capital forecasting and capital prediction software solutions as set forth on the applicable Order Form.

Value

By partnering with Company you not only gain the engineering expertise of Company's Service Providers; you also are provided with assurance that the data collected as a result of the facility condition assessment is properly integrated into your Company software applications. Company has successfully completed more than 800 projects ranging from Facility Condition Assessments, Asset Inventory Collection (including barcoding) and preventive maintenance schedule creation. Our methodology provides you with confidence to make better data, decision-making on both short-term and long-term capital investment needs of your organization.

Deliverables

All FCA's will include a deliverable containing the following items:

- Narrative report with descriptions of major systems and corresponding conditions
- Primary digital photos of key components and deficiencies are included in the narrative
- 20-year capital Reserve table with System/Sub-System replacement costs and dates
- Import of Systems-level detail into client's Company capital forecasting/prediction solution
- Import major Equipment Items into client's Company work & asset management solution.

Methodology and Approach

A Certified Company Service Provider will collect, document, and analyze the facilities assessment data to achieve the following:

- At the start of each building or facility assessment we will interview client's staff to understand what improvements have been made in the last three years, what improvements are planned in the next three years and known problems that may exist.
- Inventory all major building equipment including quantity, size, asset tag number, manufacturer, model and serial number.
- Identify deficient conditions in terms of deferred maintenance and building condition.
- Provide a reasonable cost analysis for the above-mentioned efforts.
- For single building projects, provide a report for the property that details the assessment data.
- For multi-building projects, data will be collected from every building in the portfolio. The narrative report will include an executive role up for all sites included with the service.

The field data collection will be performed at an individual and system level as described below:



1. Detailed data collection of individual equipment items will be captured to build an equipment inventory which will be imported into Company's work & asset management solution as defined in the Asset Inventory and System/Component table below.
 2. A condition assessment of major building systems, including HVAC, Electrical, Plumbing, Roofing, Site Paving, Vertical Transportation, Structural and Building Envelope to be imported into Company's capital forecasting/prediction solution as defined in the Asset Inventory and System/Component table below.
1. HVAC equipment items only will also be tracked in the capital forecast or prediction solution as specific Sub-Systems. For these items, Make/Model/Serial Number will be captured and tracked in the Equipment Inventory, and the item will also be included as a Sub-System.
 2. All other major Systems will be collected at the Systems Level in Company's capital forecasting solution as a general Sub-Systems.

Asset Inventory and Systems/Component Table

The following table defines the standard SOW that will be followed to capture the equipment data used to build the Equipment Inventory, which will be imported into the Work & Asset Management Solution as well as the System-Sub-System data used to build the Capital Reserve Table that will be imported into the capital forecasting or prediction solution.

Table Column Header Descriptions

Individual or System Level Capture

- Individual = Item will be collected individually
- System = Item will be grouped by system or sub-system, location will correspond to the associated building structure

Item Represented in Capital Forecasting or Prediction solution? Y/N

- No = Cost information related to individually captured items will be provided at a system or sub-system level only in capital forecasting or prediction solution

Included in Equipment Inventory? Y/N

- No = Item will not be setup in the work & asset management solution

*Items captured as a system will be setup as a single equipment inventory item so that work can be tracked against it.

Sub-System	Individual or System Level Capture	Item Represented in Capital Forecasting? (Y/N)	Included in Equipment Inventory? (Y/N)	Comments
Exterior Systems				



Sub-System	Individual or System Level Capture	Item Represented in Capital Forecasting? (Y/N)	Included in Equipment Inventory? (Y/N)	Comments
Exterior Doors	System Level	Yes	No	
Exterior Walls (Finish)	System Level	Yes	No	
Exterior Windows	System Level	Yes	No	
Roofing	System Level	Yes	No	
Electrical				
Automatic Transfer Switch	Individual	No	Yes	Make/Model/Serial number will be captured when available
Electric Door Systems	Individual	No	Yes	Exterior Doors Only
Emergency Generators	Individual	No	Yes	Must be Permanently Installed, does not include mobile units
Main Distribution Panels	Individual	No	Yes	Primary panel bringing utility into building only
Motor Control Centers	Individual	No	Yes	
Switchgear	Individual	No	Yes	
Transformers	Individual	No	Yes	Primary Service to Building (Must be Client Owned)
Breakers, switches or starters	Not Included in Service			
Individual light fixtures (emergency, exterior, etc.)	Not Included in Service			
Motors	Not Included in Service			
Portable Generators	Not Included in Service			



Sub-System	Individual or System Level Capture	Item Represented in Capital Forecasting? (Y/N)	Included in Equipment Inventory? (Y/N)	Comments
Secondary Electrical Panels	Not Included in Service			
VFDs	Not Included in Service			
Emergency Back-Up Lights	System Level	Yes	Yes	Cost model based upon building SQ FT cost
Lighted Exit Signs	System Level	Yes	Yes	
Equipment				
Commercial Laundry (washers, dryers)	Individual	No	Yes	
Commercial Trash Compactors	Individual	No	Yes	Client-Owned, Permanently-installed facility infrastructure units only
Residential Type Appliances, Shop Tools and Equipment	Not Included in Service			Residential Washer/Dryers, Refrigerators, Microwaves and Ranges Not Included
Exterior Enclosure				
Garage Door & Garage Door Opener	Individual	No	Yes	Commercial Type Garage Openers Only (Excludes Residential single care garage doors)
Fire Protection				
Eyewash / Safety Showers	Individual	No	Yes	Permanently Installed Items
Fire Pump	Individual	No	Yes	Main Fire Pump and Jockey Pumps greater than 1 HP
Main Fire Panel	Individual	No	Yes	
Fire valves, hydrants	Not Included in Service			Included in Alarm System SF Cost



Sub-System	Individual or System Level Capture	Item Represented in Capital Forecasting? (Y/N)	Included in Equipment Inventory? (Y/N)	Comments
Smoke detectors, horn strobes	Not Included in Service			Included in Alarm System SF Cost
AEDs	System Level	Yes	Yes	
Fire Alarm System	System Level	Yes	Yes	Barcode applied to Main Fire Panel
Fire Extinguishers	System Level	Yes	Yes	
Specialty Fire Suppression System	System Level	Yes	Yes	Kitchen-Style Suppression System
Sprinkler System	System Level	Yes	Yes	
HVAC				
Air Handling Units	Individual	Yes	Yes	Includes Rooftop and Ground
Boilers	Individual	Yes	Yes	
Building Automation System	Individual	Yes	Yes	
Chilled Water pumps	Individual	Yes	Yes	
Chillers	Individual	Yes	Yes	
Cooling Tower pumps	Individual	Yes	Yes	
Cooling Towers	Individual	Yes	Yes	
Deaerators	Individual	Yes	Yes	
Energy Recovery Units	Individual	Yes	Yes	
Exhaust Fans	Individual	Yes	Yes	Rooftop Only
Exhaust hoods	Individual	Yes	Yes	
Furnaces	Individual	Yes	Yes	Non-Residential



Sub-System	Individual or System Level Capture	Item Represented in Capital Forecasting? (Y/N)	Included in Equipment Inventory? (Y/N)	Comments
Heat Pumps	Individual	Yes	Yes	Make/Model/Serial number will be captured for both interior and exterior when accessible; otherwise it will be captured as one single cost and item
Hot Water pumps	Individual	Yes	Yes	
Make Up Air Units	Individual	Yes	Yes	
Package AC Units	Individual	Yes	Yes	Includes Rooftop and Ground
Split Systems	Individual	Yes	Yes	Ductless Split Systems will be captured as one single item. The barcode will be located on the exterior unit
Unit Heaters	Individual	Yes	Yes	
Fan Coil Units*	Individual	Yes	Yes	Included in the service and quantified based on client supplied data and/or drawings only. *No visual capture.
Unit Ventilators*	Individual	Yes	Yes	Included in the service and quantified based on client supplied data and/or drawings only. *No visual capture.
VAV Boxes*	Individual	Yes	Yes	Included in the service and quantified based on client supplied data and/or drawings only. *No visual capture.
Window Units	Not Included in Service			
Radiators	Not Included in Service			
Thermostatic Controls	Not Included in Service			
Interior Systems				



Sub-System	Individual or System Level Capture	Item Represented in Capital Forecasting? (Y/N)	Included in Equipment Inventory? (Y/N)	Comments
Interior Ceiling	System Level	Yes	No	
Interior Doors	System Level	Yes	No	
Interior Floor	System Level	Yes	No	
Interior Walls	System Level	Yes	No	
Kitchen				
Dishwashers	Individual	No	Yes	Commercial-Style, non-residential
Freezer (Walk In, Reach In)	Individual	No	Yes	
Grease Traps	Individual	No	Yes	Will not receive a barcode if barcoding services is included
Large Kitchen Equipment	Individual	No	Yes	Valued above \$2,000
Oven, Stoves	Individual	No	Yes	
Refrigerator (Walk In, Reach In)	Individual	No	Yes	Commercial-Style, non-residential
Broilers, Grills, Fryers	Individual	No	Yes	Valued above \$2,000
Counter Top Appliances	Not Included in Service			
Cutlery	Not Included in Service			
Tables, Racks	Not Included in Service			
Plumbing				
Domestic Hot Water Heaters	Individual	No	Yes	80 Gallons and Above. Does not include Instant Hot Water Heaters
Domestic Water Booster Pumps	Individual	No	Yes	1 HP and above



Sub-System	Individual or System Level Capture	Item Represented in Capital Forecasting? (Y/N)	Included in Equipment Inventory? (Y/N)	Comments
Hot Water Storage Tank	Individual	No	Yes	
Main Backflow Preventer	Individual	No	Yes	Includes Domestic and Fire Suppression
Sump Pumps	Individual	No	Yes	
Fixtures	System Level	Yes	No	
Filters	Not Included in Service			
Strainers	Not Included in Service			
Valves	Not Included in Service			
Site Improvements				
Drainage Systems	System Level	Yes	No	
Parking, Paving , Sidewalks	System Level	Yes	No	
Utilities	System Level	Yes	No	Under the floor, behind the wall related items – electrical distribution, Domestic water/sewer & HVAC Ductwork. Cost per sq. ft. estimation for replacement/rehab.
Vertical Transportation				
Dumb Waiter	Individual	No	Yes	
Elevators	Individual	No	Yes	
Escalators	Individual	No	Yes	



For the Equipment Items and Systems/Sub-Systems listed in the Asset Inventory and Systems/Component Table above, the following attributes will be captured as follows depending on whether the item is included in the Equipment Inventory and/or as a General or Specific System Component of the Capital Forecast or Capital Prediction solution:

	Work & Asset Management Data Population (Y/N)	Capital Forecasting Data Population (Y/N)	
Field Name	Equipment Items	General Sub-System	Specific Sub-System
Equipment Item Number	Y	N	Y*
			Corresponding Equipment Item Number will replace Sub-System ID
System-Component ID	N	Y	N*
			Corresponding Equipment Item Number will replace Sub-System ID
Site/Location/Building Name	Y	Y	Y
Description	Y	Y	Y
System/Sub-System	N	Y	Y
Classification/Type	Y	N	N
Unit of Measure	N	Y	Y
Quantity	N	Y	Y
Unit Cost	N	Y	Y
Manu/Model/Serial Numbers	Y	N	N*
			Will be included on Individual Equipment Record



	Work & Asset Management Data Population (Y/N)	Capital Forecasting Data Population (Y/N)	
Field Name	Equipment Items	General Sub-System	Specific Sub-System
Tag (if available)	Y	N	N
Date In Service (if available)	Y	Y	Y
Condition	Y	Y	Y
Estimated Replacement Cost	Y	Y	Y
Estimated Next Replacement Date	Y	Y	Y
Life Cycle	Y	Y	Y
Included in 20-year Capital Forecast?	N	Y	Y

Evaluation

At the conclusion of the assessment(s), the Company Service Provider will prepare reports as described above that include:

- A general description of the property and improvements and comment generally on observed conditions.
- Comments for components that are exhibiting deferred maintenance issues and provide estimates for "immediate" and "capital repair" costs based on observed conditions, available maintenance history and industry-standard useful life estimates. If applicable, this analysis will include the review of any available documents pertaining to capital improvements completed within the last three years, or currently under contract. The Company Service Provider shall also inquire about available maintenance records and procedures and interview current available on-site maintenance staff.
- A schedule for recommended replacement or repairs (schedule of priorities).
- Address critical repairs separately from repairs anticipated over the term of the analysis.
- A FCI index number for each building.
- A twenty year capital plan with an Executive Summary with graphic presentation of results to provide a quick, "user-friendly" summary of the property's observed condition and estimated costs assigned by category.

Cost Estimating



Each single building report will include an estimated cost for each System/Sub-System repair or replacement anticipated during the evaluation term. The capital needs analysis will be presented as an Excel-based cost table that includes a summary of the description of each component, the age and estimated remaining useful life, the anticipated year of repair or replacement, quantity, unit cost and total cost for the repair of each line item. A consolidated Capital Needs Analysis will be presented that includes all anticipated capital needs for all buildings.

In addition to the detailed description of the deficiencies, we will provide cost estimates for the deficiencies noted. The cost estimate for capital deficiencies will be based on the estimate for maintenance and repair. Project management costs, construction fees, and design fees will be derived using actual costs from previous projects, if available.

Company Service Providers use the ASTM Uniformat II system for categorization and a proprietary blend of national prevailing industry-standard cost models for cost estimating. Company also maintains and updates our cost estimating system with information received from the field. Through our construction monitoring work, we have current cost data from hundreds of in-progress construction and rehabilitation projects. This allows us to project costs based on local conditions and to maintain a cost database that in most cases is more current than published models.

Assumptions

- Average building square footage is greater than 10,000 sq. feet. If average square footage of all buildings to be included to receive the service is less than 10,000 sq. feet, custom pricing is needed.
- All buildings are located within one primary geographic zone/region (Example – School District, Higher Education, Main Campus, and Town). If multiple or scattered locations across the state are to receive the service a custom quote must be obtained. (Example – Multiple Higher Education Satellite Campuses locations, State Department Agencies)
- Residence Halls – A sampling would be based upon visits to approx. 20% of the rooms. When calculating the projected replacement cost of the in-residence items, these items will be treated as a system. A cost based upon the sampling will be generated for the system. Individual in-room collection of assets would not be provided, if desired a custom quote would be needed.
- Reconciliation of existing equipment in Company work & asset management solutions and updating of historical records will not be performed. If reconciliation is required this is subject to additional costs depending upon the amount of changes requested.
- Capture of Data plate information is subject to readily accessible, legible information plate.
- Company team members make final determination of whether areas housing assets are safely accessible for data collection.
- Company team members will not move assets or interfere with asset functionality to collect nameplate information.
- All Data on SOW is captured at the asset level – subcomponents of assets listed on the SOW will not be captured.
- Equipment not in service or identified as "Run-to-Fail" are excluded from data gathering service unless inventory is required for compliance purposes.

Client Responsibility



1. Client will provide the needed input, resources, and documentation to support the tasks of the service and associated timelines for delivery of the service.
2. Any data to be migrated from client drawings or spreadsheets has to be provided to the Company Service Provider within 15 business days of completion of onsite activity.
3. Client will review and provide any feedback related to data sent to them for review by Company Service Provider or Company within 15 business days or unless otherwise determined.
4. If Data is not reviewed within the 15 business day time period Company will assume that the Data provided by the Company Service Provider is approved and will load into the client's software.
5. Client will be responsible for scheduling and coordinating all meetings and interviews involving other teams, departments, management teams or other necessary resources required for the success of this project.
6. Client will provide adequate access to working facilities (i.e., access badge, parking pass), if specific authorization or clearance is required client will notify Company and/or Company Service Provider in advance of onsite.
7. Client will ensure that the Company Service Provider is granted accessibility to the facilities and/or systems required to conduct the necessary work defined in this SOW. If Company Service Provider is not granted access to all areas, this could result in missed information gathering and/or delays in implementation timelines. For Flat Roofs, this means providing the Company Service Providers with access to a ladder so that they are able to conduct a visual assessment.
8. Client will ensure that the Company Service Provider is granted accessibility to Company Software, for Clients with Connect Authenticate/Single Sign On this may require your Technology Team to setup the Company Service Provider in your organizations Identity Provider service.
9. Client will provide a knowledgeable escort for work defined in this SOW and access to personnel as necessary.
10. Reconciliation of existing equipment in Company work & asset management solutions and cleanup of historical records and/or data within the software is subject to additional costs depending upon the amount of changes requested.
11. Company is not responsible for reconciliation of portable or moveable assets after onsite collection is performed.
12. Addition of Equipment Barcode Tagging services must be purchased prior to onsite activity by the Company Service Provider and is not included in the Standard FCA SOW.

Milestone Billing - Invoice Schedule

Invoicing for the Facility Condition Assessment service will be provided as delivery milestones are completed for projects equal or greater than 154,000 square feet. Below is the schedule for the billing milestones and the related percentage.



Facility Condition Assessment Milestones	Description	Percentage
Mobilization	Project acquisition template set up, Vendor kickoff call with client, Travel arrangement costs; other miscellaneous pre-visit preparation	15%
On-Site Field Data Capture	Project launch meeting with client first day of onsite, acquisition of data to Scope of Work at all locations included in project, and closing meeting at end of onsite activity to confirm completion and review next step actions.	35%
Data Management	Data activity, including quality assurance and control that occurs after field work is completed to produce the data file.	35%
Report	Creation and delivery of final narrative reports (FCA), and data files (FCA/ Data Gathering) to client.	15%

*If project is greater than 1.5M Square feet additional milestones will be leveraged.

Equipment Inventory Barcoding Service

Purpose

The Equipment Inventory Barcoding Service works with your Brightly Work & Asset Management solution in conjunction with an "Equipment Inventory" (Data Gathering) or a Facility Condition Assessment (FCA) service offering.

Value

Barcoding identifies equipment by assigning a unique number to that equipment item which will then serve as an identifier in your Brightly Work & Asset Management system database allowing for easier identification and tracking of the item. The barcoding of equipment inventory occurs during the onsite equipment data gathering/ collection process.

Deliverables by Brightly to the Client include the following:

- Commercially produced weather resistant barcodes will be applied to the major pieces of equipment covered in the scope of work provided in the Data Gathering or Facility Condition Assessment services.
- Barcode numbers will be available for use at the time equipment inventory data is imported into your Brightly Work & Asset Management solution.

The Brightly Service Provider will make an effort to apply barcodes in a convenient location so the facility's maintenance staff can easily identify them. Based upon our professional expertise, we recommend the following –

- Application of the barcode shall be placed **next to the Data Plate of an Asset**. Placing barcodes in this



location ensures that the barcode can be easily identified and associated to the asset in a CMMS software.

- If data plate is not present, or is inaccessible, the barcode will be placed in an accessible area that is easily seen by maintenance technicians, does not detract from the appearance of the equipment, isn't in danger of being tampered with, or will be otherwise destroyed through normal use and cleaning of the asset.

Assumptions

- Purchase of service is made prior to onsite activity. If onsite activity has been completed, custom pricing would be required as a revisit would be needed for the placement of the barcodes.
- For Asset Essentials Clients, determination of 1D (Standard) vs 2D (QR Codes) is required prior to onsite activity. URL creation along with QR code purchase and encoding is needed prior to onsite activity. If determination is not provided prior to onsite activity, 1D (Standard) barcodes will be used.

Invoice Schedule

Invoicing for the Barcoding Service will be provided upon completion of onsite activity at 100%.

Preventive Maintenance Schedule Creation

Purpose

Preventive Maintenance (PM) Schedule creation is a service offering provided in conjunction with an "Equipment Inventory" (Data Gathering) service or Facility Condition Assessment (FCA). PM Schedules will be generated off the equipment inventory collected by the Company Service Provider during either the Data Gathering or FCA service. The intent of this service is to identify needed procedures and inspections required to maintain facilities systems in safe, reliable and efficient condition.

Value

By leveraging Company's PM Schedule Creation service, Company clients are able to leverage and incorporate regular preventive maintenance best practices of their equipment. By performing regular or routine maintenance best practices, you ensure that your equipment is operating under safe and optimal conditions thus preventing the potential for downtime and shorter life expectancy.

Deliverables

All Preventive Maintenance Schedule Creation services include the following deliverables:

- Creation of PM Schedules for populating your Brightly Work & Asset Management solution
- Data population within Company Software. No report will be provided.

Methodology and Approach

Company Service Providers leverage multiple libraries of PM standards to create PM schedules. These standards are based upon prevailing national codes and standards such as ASTM, ASHRAE, NFPA and BOMA. Procedures related to performing the tasks within the schedule will include:



- Safety Points
- Tools Required
- Estimated Time to Complete Maintenance
- Step-by-step procedure to complete maintenance work order

Prior to the import or population within the Company Software, the Company Service Provider will:

- Review of PM Task Check-off Lists with Client
- Setup baseline PM schedules for the equipment inventory collected
- Work with the Client to determine PM Schedule assignment. Assignment includes setting up the appropriate Technician or contractor who will be performing the related PM tasks into the master import template to ensure that the routing of work flows accordingly in the Work & Asset Management Solution. Assignment will be made at the location or craft level. Anything above and beyond this level of assignment will be managed and maintained by the client within the software or require a custom scope of work for the Company Service Provider to deliver. For assignment to occur, the client must have the Technician or contractor created in the software prior to onsite activity.
- Work with the Client to determine the start date, frequency and load balancing based upon client staffing. If start dates cannot be determined or agreed upon within a timely manner, the PM Schedules will be loaded into the Client's Work & Asset Management solution as "Inactive".

Assumptions

- Client will provide feedback/review of PM Schedules within 15 business days of delivery from the Company Service Provider. If feedback/review of PM Schedules exceeds 30 business days, Company will provide a Deliverable Acceptance Form to the client to complete review within 30 days. If feedback is not provided during this time period, Company will assume delivery of the service and import the PM schedules as "inactive" in the system. Company will provide training on how updates can be made within the software or perform mass updates if needed for a fee.
- Once PM Schedules are imported into the Company Work and Asset Management applications, any updates and/or alterations of those schedules need to be communicated to Company within 30 days. Company will only make updates related to the below items:
 - Discontinuation of PM Schedules created with the service
 - Alteration of frequency on existing schedules created with the service
 - Alteration of start dates for the schedules created with the service

Otherwise, any revisions beyond this 30 day period will be the responsibility of the client to perform within the software or Company to perform at an additional fee.

- Reconciliation of existing PM Schedules in the client's account is subject to additional costs depending upon the number of active PM's and is not a part of the standard SOW.

Invoice Schedule

Invoicing for the PM Schedule Creation Service will be provided upon receipt of PM Schedule drafts at 100%



Order terms

- By accepting this Order, and notwithstanding anything to the contrary in any other purchasing agreement, Subscriber agrees to pay all relevant Subscription Fees for the full Subscription Term defined above.
- Payment terms: Net 30
- Billing frequency for Cloud Services will be Annual.
- The "Effective Date" of the Agreement between Subscriber and Company is the date Subscriber accepts this Order.
- This Order and its Offerings are governed by the terms of the Brightly Software, Inc. Master Subscription Agreement found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>) ("Agreement"), unless Subscriber has a separate written agreement executed by Brightly Software, Inc. ("Company") for the Offerings, in which case the separate written agreement will govern. Acceptance is expressly limited to the terms of the Agreement. No other terms and conditions will apply. The terms of any purchase order or similar Subscriber document are excluded and such terms will not apply to the Order and will not supplement or modify the Agreement irrespective of any language to the contrary in such document.
- To the extent professional services are included in the Professional Services section of this Order, the Professional Services Addendum found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>) is expressly incorporated into the Agreement by reference.
- During the Subscription Term, Company shall, as part of Subscriber's Subscription Fees, provide telephone and email support ("Support Services") during the hours of 8:00 AM and 6:00 PM EST, (8:00 am – 8:00 pm EST for Community Development Services) Monday through Friday ("Business Hours"), excluding Company Holidays.
- Company maintains the right to increase Subscription Fees within the Subscription Term by an amount not to exceed the greater of prices shown in the investment table or the applicable CPI and other applicable fees and charges every 12 months. Any additional or renewal Subscription Terms will be charged at the then-current rate.
- Acceptance of this Order on behalf of a company or legal entity represents that you have authority to bind such entity and its affiliates to the order, terms and conditions herein. If you do not have such authority, or you do not agree with the terms set forth herein, you must not accept this Order and may not use the Offerings.
- Proposal expires in sixty (60) days.
- Subscriber shall use reasonable efforts to obtain appropriation in the full amount required under this Order annually. If the Subscriber fails to appropriate funds sufficient to maintain the Offerings described in this Order, then the Subscriber may terminate the Offerings at no additional cost or penalty by giving prior written notice documenting such non-appropriation. Subscriber shall use reasonable efforts to provide at least thirty (30) days prior written notice of non-appropriation. Subscriber agrees non-appropriation is not a substitute for termination for convenience, and further agrees Offerings terminated for non-appropriation may not be replaced with functionally similar products or services prior to the expiration of the Services Term set forth in this Order. Subscriber will not be entitled to a refund or offset of previously paid, but unused Fees.

Additional information



- Prices shown above do not include any taxes that may apply. Any such taxes are the responsibility of Subscriber. This is not an invoice. For customers based in the United States, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Subscriber. Tax exemption certifications can be sent to [accountsreceivable@brightlysoftware.com \(mailto:accountsreceivable@brightlysoftware.com\)](mailto:accountsreceivable@brightlysoftware.com).
- Billing frequency other than annual is subject to additional processing fees.
- Please reference Q-403813 on any applicable purchase order and email to [Purchaseorders@Brightlysoftware.com \(mailto:Purchaseorders@Brightlysoftware.com\)](mailto:Purchaseorders@Brightlysoftware.com)
- Brightly Software, Inc. can provide evidence of insurance upon request.



Signature

Presented to:

Q-403813

April 02, 2024, 11:20:57 AM

Accepted by:

Printed Name

Signed Name

Title

Date

COMMITTEE REPORT

Mr. Chairman and Members of the Tazewell County Board:

Your Property Committee has considered the following RESOLUTION and recommends that it be adopted by the Board:

-

RESOLUTION

WHEREAS, the County's Property Committee recommends to the County Board to approve the first amendment to the agreement with Wold Architects and Engineers; and

WHEREAS, the architect agreement with Wold Architects and Engineers was approved on February 28, 2024; and

WHEREAS, the agreement included a fixed fee of \$1,627,500 in Section 11.1, which was calculated based on an estimated total project cost of \$30 million, and includes a 6.5% fee for construction costs, excluding technology/audiovisual systems costs, which have a 10% fee; and

WHEREAS, Wold's Proposal for Architectural and Engineering Services provided as Exhibit C in the agreement stated that Wold would propose a reconciliation of the fixed fees based on the same percentages after the design development phase; and

WHEREAS, the County Board approved a schematic design on August 7, 2024 with an estimated total project cost of \$44,042,739

WHEREAS, the reconciliation results in a total fixed fee of \$2,183,066 as provided in the attached amendment request letter.

THEREFORE BE IT RESOLVED that the County Board approve this recommendation.

BE IT FURTHER RESOLVED that the County Clerk notifies the County Board Office, the Facilities Director, the Finance Director, and the Auditor of this action.

PASSED THIS 30th DAY OF OCTOBER, 2024.

ATTEST:

Tazewell County Clerk

Tazewell County Board Chairman



August 20, 2024

Mike Deluhery, County Administrator
 Tazewell County
 11 South 4th Street Suite 432
 Pekin, Illinois 61554

Re: Tazewell County – Justice Center Annex
 Proposal for Architectural and Engineering Services
 Commission No. 243020

Dear Mike:

This letter is intended as an amendment to our master agreement for services related to the New Justice Center Annex project.

Based on our master agreement with the County, and our fee authorization letter dated February 19, 2024, Wold’s current fee for the project is \$1,627,500. This fee amount was established based upon an estimated total project cost budget of \$30,000,000 and a construction cost budget of \$23,076,924.

At their meeting on Wednesday, August 7, 2024, the County Board approved a revised total project budget of \$44,042,739 as prepared by the Construction Manager. A breakdown of the new, approved total project budget is as follows:

Estimated Construction Cost	\$33,879,030
Architectural & Engineering Fees	\$2,202,137
Other Owner Costs / Furniture, Fixtures & Equipment	\$4,573,669
<u>Design & Construction Contingency</u>	<u>\$3,387,903</u>
Total Project Budget	\$44,042,739

In our original fee agreement letter, it was agreed that there would be a reconciliation of Wold’s fixed fees upon agreement on an updated scope and construction cost during design. Based on the revised project and construct cost budget for the project, Wold is requesting a recalculation of our fixed fee accordingly, as follows:

	\$ 33,879,030	Estimated Construction Cost
-	\$ 1,500,000	Estimated Technology/Audiovisual Systems Costs
x	<u>6.5%</u>	<u>AE fee percentage for Addition > \$10 million</u>
	\$ 2,104,636	Updated AE Fee Basis (excluding Technology/Audiovisual Design)
x	85%	Modified for Design Development thru Construction Admin Phases
+	<u>\$ 244,125</u>	<u>Previous Fee for Programming & Schematic Design Phases</u>
	\$ 2,033,066	Revised AE Fee (excluding Technology/Audiovisual Design)
	\$ 1,500,000	Estimated Technology/Audiovisual Systems Costs
x	<u>10%</u>	<u>Technology/Audiovisual Systems fee percentage</u>
	\$ 150,000	Fixed Technology/Audiovisual Systems Design Fee

Wold Architects and Engineers
 220 North Smith Street, Suite 310
 Palatine, IL 60067
 woldae.com | 847 241 6100

**PLANNERS
 ARCHITECTS
 ENGINEERS**



Wold’s total, updated fixed fee proposal based on the newly established construction cost budget is \$2,183,066, plus reimbursable expenses. (Note: This amount is less than presented in the Construction Manager’s updated total project budget.)

Reimbursable expenses will continue to be invoiced as incurred without mark-up.

A breakdown of Wold’s proposed fixed fee by project phase would be as follows:

<u>Phase</u>	<u>Fee by Phase</u>
Programming & Schematic Design	\$244,125
Design Development	\$420,927
Contract Documents	\$841,855
Bidding	\$105,231
Construction Administration	\$420,927

We are committed to working with the County and the Construction Manager to maintain the established project schedule:

Design Development	August – October 2024
GMP Established	November 2024
Contract Documents	December 2024 – April 2025
Early Site / Foundation Bid Package	TBD
Bidding	May 2025
Construction Start-up	August 2025
Substantial Completion	February 2027

We appreciate your continued trust in the Wold team’s capabilities and look forward to our continued partnership on this exciting project for Tazewell County. Please feel free to contact me with any questions.

Sincerely,

Wold Architects and Engineers

Matt Bickel | AIA, CID, LEED AP
Partner

cc: Tyler Severson, Wold
Kirsta Ehmke, Wold
Brandon Petrie, Wold

KH/GOV-IL-County-Tazewell/JCA/243020/Admin/Letters/2024.08.20 Letter to Mike Deluhery

COMMITTEE REPORT

Mr. Chairman and Members of the Tazewell County Board:

Your Property Committees have considered the following RESOLUTION and recommends that it be adopted by the Board:

RESOLUTION

WHEREAS, the County’s Property Committee recommends to the County Board to approve the attached Memorandum of Understanding with the Board of Health for the property located at the Tremont Campus and 1800 Broadway, Pekin, IL; and

WHEREAS, the County and Board of Health previously entered into a Memorandum of Understanding signed November 20, 2013 to formalize and commemorate the recognized rights, responsibilities, and obligations relating to the use of the Tremont Campus; and

WHEREAS, the County purchased the building located at 1800 Broadway Street, Pekin, Illinois in the County of Tazewell (hereinafter “Pekin Campus”), for the primary purpose of the County Health Department operating a satellite office; and

WHEREAS, the County and Board of Health seek to update the Memorandum of Understanding and incorporate the Pekin Campus by superseding the previous memorandum of understanding.

THEREFORE BE IT RESOLVED that the County Board approve this recommendation, contingent on approval from the Board of Health.

BE IT FURTHER RESOLVED that the County Clerk notifies the County Board Office, the Health Department Administrator and the Auditor of this action.

PASSED THIS 30th DAY OF OCTOBER, 2024.

ATTEST:

Tazewell Count Clerk

Tazewell County Board Chairman

**MEMORANDUM OF UNDERSTANDING BETWEEN THE TAZEWELL COUNTY
BOARD OF HEALTH and COUNTY OF TAZEWELL FOR THE TREMONT CAMPUS
AND 1800 BROADWAY, PEKIN**

This Memorandum of Understanding (MOU) is entered into on this _____ day of _____, 20_____ by and between the TAZEWELL COUNTY BOARD OF HEALTH, hereinafter referred to as “Board of Health” and COUNTY OF TAZEWELL, hereinafter referred to as “the County”.

WHEREAS, the County, a body politic and corporate, has authorized the establishment of a County Health Department and annually approves a tax levy for the operation of the County Health Department; and

WHEREAS, the Board of Health is established by state statute and authorized to manage the County Health Department; and

WHEREAS, the Board of Health is currently operating in two buildings located at 21306 and 21308 Illinois State Route 9, Tremont, Illinois in the County of Tazewell (hereinafter “Tremont Campus”); and

WHEREAS, the County purchased the building located at 1800 Broadway St, Pekin, Illinois in the County of Tazewell (hereinafter “Pekin Campus”), for the primary purpose of the County Health Department operating a satellite office; and

WHEREAS, as part of the purchase, the County entered into a lease agreement (hereinafter “the Lease”) with Proctor Health Systems for approximately two thousand four hundred (2,400) square feet of space located on the west side of the building, as provided in Exhibit A, for a five-year period commencing on January 1, 2025, with the option to renew for three additional five-year periods; and

WHEREAS, the County has undertaken major renovations to the Pekin Campus to accommodate the needs of the County Health Department; and

WHEREAS, the County and Board of Health previously entered into a Memorandum of Understanding signed November 20th, 2013 to formalize and commemorate the recognized rights, responsibilities, and obligations relating to the use of the Tremont Campus; and

WHEREAS, the County and the Board of Health seek to update the Memorandum of Understanding and incorporate the Pekin Campus by entering into an agreement to supersede the prior agreement entered into on November 20th, 2013.

NOW THEREFORE, the County and Board of Health mutually agree as follows:

1. The County and Board of Health hereby mutually recognize that the building and all real property located at the Tremont and Pekin Campuses are owned by and legally titled to the County.

2. References to Proctor Health Systems hereinafter include any Proctor Health Systems successor organizations.
3. The Board of Health shall be given exclusive rights to the Tremont Campus.
4. The Board of Health shall be given exclusive rights to the main floor of the Pekin Campus building, excluding the section leased to Proctor Health Systems as provided for in the Lease, and except as otherwise provided below, in furtherance of its statutory purposes. The basement may be jointly utilized by the Board of Health and County, with the Board of Health coordinating its usage with the County Facilities Director.
5. If the Board of Health no longer utilizes a building at the Tremont or Pekin Campuses, the County may reclaim the right to use the building. Additionally, it is agreed that the Board of Health will no longer have a need for the Environmental Health building at the Tremont Campus (21308 Illinois State Route 9, Tremont) pending the move of the services into the main building (21306 Illinois State Route 9, Tremont). Utilizing a building includes routinely providing services from the facility and excludes temporary pauses in service due to remodeling, damage repair, or other non-operational purposes (*Very open to other languages. Just adding language for when it is clear that you are done with a facility*).
6. The Board of Health shall allow Proctor Health Systems all rights provided for in the Lease. These rights include, but are not limited to, ensuring Proctor Health Systems has full access to their leased space, access to the shared lobby area during the hours determined by Proctor Health Systems, access to shared parking, and use of the shared dumpster (excluding construction and hazardous waste).
7. If the lease periods with Proctor Health Systems expire or are otherwise terminated, and the County chooses not to enter into a subsequent agreement with Proctor Health Systems for the same leased space or a portion of the previously leased space, the Board of Health shall be granted the use of the previously leased space unless otherwise agreed upon by the County and Board of Health.
8. Unless otherwise specified in this agreement, the Board of Health shall, at its own expense, provide for the garbage and rubbish removal, lawn care and snow removal, water and sewerage services, pest control, and utility services for the Tremont and Pekin Campuses, including the leased space at the Pekin Campus. The Board of Health will also provide janitorial services, excluding the leased space at the Pekin Campus.
9. The County and Board of Health agree to work cooperatively to include the

Tremont and Pekin Campuses in an overall maintenance plan for the County with the intent that the properties are maintained to the same standards as those applied to all County property.

10. The County agrees that any consideration of replacement or repairs to the property under this provision will be prioritized as part of an overall County property maintenance plan and that any replacements or repairs to the property undertaken by the County shall be considered and prioritized the same as any other planned capital improvements for County property.
11. The Board of Health agrees to provide general custodial services for the Tremont and Pekin Campuses for the general maintenance and upkeep of all land, buildings, structures, facilities and improvements of any kind on the property. Any time maintenance-related repair, replacement, or preventative services are necessary outside the custodial services scope, the Board of Health agrees that the County's Facilities Department shall be notified. The County Facilities Department shall assess whether the service can be performed in-house in a timely manner or if a contractor is needed. The Facilities Department will select and coordinate the services when a contractor is needed. During the yearly budget process, the Facilities Director shall coordinate with the Health Department to determine an appropriate budgetary amount for contractor-provided services, and the costs shall be paid out of the Health Department Fund. No costs will be charged for services provided by the Facilities Department.
12. Major replacements, remodeling, or repairs estimated to exceed the County's capital projects threshold will be incorporated into the County's five-year capital plan. The County may exercise the authority to allocate the funding for the projects in the Health Department's tax levy supported fund or other County funds at the County's discretion. The Board of Health agrees to use funds allocated for specific capital plan projects on those projects only, unless otherwise agreed by the County Board. Major replacements or repairs would include heating and cooling systems, the replacement of roofs, the resurfacing of parking lots, the replacement of sidewalks and repair to sidewalks, the replacement and maintenance of phone systems, the replacement, repair and upgrading fiber lines, the replacement of electrical and plumbing systems, and any repairs deemed by the County to be considered major repairs. The Facilities Department will oversee all phases of the projects in coordination with the Health Department.
13. The County Maintenance Department will maintain full access (e.g. badge access, alarm passcodes, and keys) to the Tremont and Pekin Campuses at all times for the purpose of completing repairs, projects, and inspections of all systems.

14. While the Lease or any subsequent lease is in effect, the revenue from such lease shall be deposited in the County's General Fund. On a quarterly basis, while the Lease is in effect, the County shall reimburse the Board of Health for 25% of the below-described expenses as reimbursement for the leased space costs. The expenses to be reimbursed by 25% include all utilities (gas, electric, water, and sewage), garbage and rubbish removal, lawn care, snow removal, and pest control. The Health Department Director shall have the applicable expenses submitted for payment each quarter compiled and transmitted to the Finance Department after the end of the quarter. The first quarterly period will be from December 1, 2024 through February 28, 2025.
15. The Board of Health and County agree that any purchases made by either party are subject to all state and federal laws and County ordinances related to purchasing, bidding, and procurement.
16. The County shall maintain appropriate property and liability insurance for the Tremont and Pekin Campuses.
17. The Board of Health and the County agree that each party will abide by the terms of this agreement unless otherwise agreed upon.
18. The Board of Health and the County recognize that this agreement supersedes the previous agreement entered into on November 20th, 2013.

We, the undersigned, on behalf of the County of Tazewell and Tazewell County Board of Health approve this agreement.

 David Zimmerman
 Tazewell County Board Chairman

 Bobbi Mullis
 Tazewell County Board of Health President

Subscribed and sworn to before this _____ day of _____, 2024.

 NOTARY PUBLIC

COMMITTEE REPORT

Mr. Chairman and Members of the Tazewell County Board:

Your Property Committee has considered the following RESOLUTION and recommends that it be adopted by the Board:

RESOLUTION

WHEREAS, the County's Property Committee recommends the County Board reconsider support of the proposed Ameren easement, previously discussed by the Committee on June 18, 2024, to run north and south along the east property line of the Tremont campus for the installation of new infrastructure (highline power poles) to support the Central Illinois Grid Transformation Program; and

WHEREAS, the original route traversed the Getz Family Farm property, located immediately east of Tazewell County's Tremont Campus, from the southwest corner to the north east corner; and

WHEREAS, the tenant farmer has approached both Ameren and Tazewell County to propose the modified route to lessen the burden of regular farming operations; and

WHEREAS, the proposed modification is currently under review by Ameren Engineering; and

WHEREAS, the approval of the proposed easement will require mature trees (over 10' in height) to be remove at a width of approximately 80-100 feet for the 150' required easement; and

WHEREAS, with approved engineering and support of the County, Ameren will pursue the proposed change to the Illinois Commerce Commission with whom the application is currently under review; and

WHEREAS, the Tazewell County Board authorizes the Tazewell County Board Chairman to execute the documents to approve the easements.

THEREFORE BE IT RESOLVED that the County Board approve this recommendation.

BE IT FURTHER RESOLVED that the County Clerk notifies the County Board Office, Community Development, the Treasurer and the Auditor of this action.

PASSED THIS 30TH DAY OF OCTOBER, 2024.

ATTEST:

Tazewell County Clerk

46 _____
Tazewell County Board Chairman



**COUNTY OF TAZEVELL
COMMUNITY DEVELOPMENT DEPARTMENT**

Jaclynn Workman, Administrator

11 South 4th Street, Room 400, Pekin, Illinois 61554

Phone: (309) 477-2235 / Email: zoning@tazewell-il.gov

TO: Chairman Longfellow and Property Committee
FROM: Jaclynn Workman, Administrator
DATE: October 17th, 2024
SUBJECT: Ameren Easement Modification – Central Illinois Grid Transformation Program

Following further discussion, it has been requested that the Committee reconsider support of the proposed Ameren easement modification, previously discussed by the Committee June 18th, 2024.

BACKGROUND - Ameren has proposed 380 miles of new or updated transmission lines across Central Illinois to provide for a more reliable and resilient energy grid. Where it is feasible to do so, the lines will be re-built or co-located within the existing easement corridors.

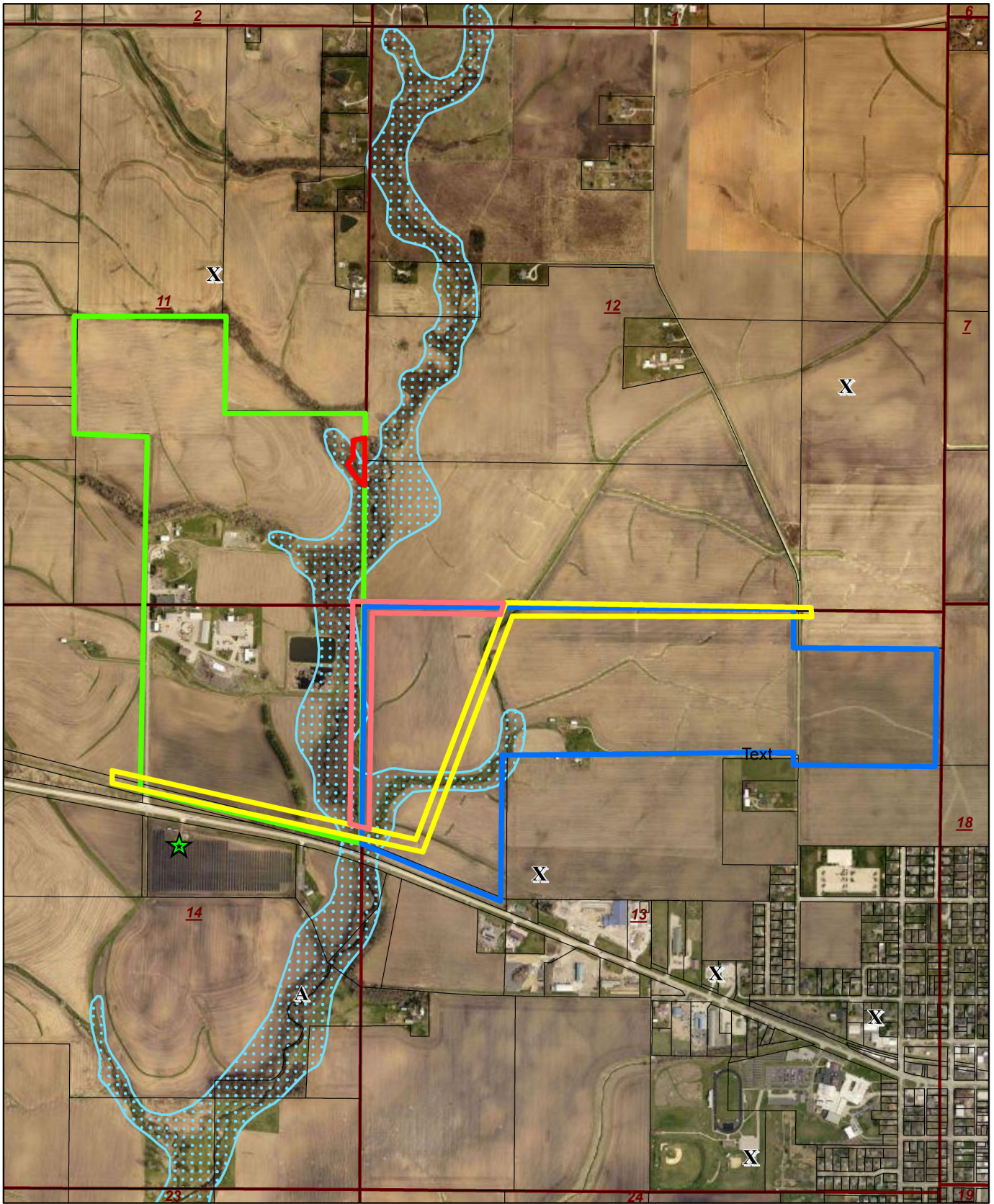
PROPOSED MODIFICATION - The portion of the existing corridor in question runs along Route 9 and the South property line of the Tremont Campus, then proceeds to cross the Getz Family Farm, beginning SE corner of the Tremont Campus. The existing corridor traverses the adjacent farm from the SW corner to the NE corner. Mr. Tim Bear and his relation currently farm the adjacent property and have proposed to Ameren a route modification, lessening the impact to regular farming operations. The modification would relocate the existing 150-foot easement to the East property line, running due north, straddling Tazewell County property (80') and the Getz Family Farm (70'). The existing transmission lines, as well as the proposed, would then be placed on the Tazewell County Property. If approved by the ICC, Ameren will proceed with further environmental and feasibility studies to determine viability of the modified route. The entire 150' corridor must be cleared of any vegetation exceeding 10 feet. This area of the Tremont Campus is heavily wooded with mature trees; to be removed by Ameren, should the ICC accept the modification and further investigation by Ameren supports the modification.

A map has been provided for a better understanding of the existing and proposed easement location.

Please feel free to contact me at your convenience if you have further questions.

JW

11 South Fourth Street ~ McKenzie Building ~ Suite 400 ~ Pekin, Illinois 61554
Phone: (309) 477-2235 ~ Fax: (309) 477-2358 ~ E-Mail: jworkman@tazewell-il.gov



- | | | | |
|-------------------------------------------------------------------------------------|-----------------------------------|-------------------------------------------------------------------------------------|------------------------------------------|
|  | Tazewell County Boundary |  | Flood Boundary |
|  | Getz Family Farm Boundary |  | Boundary of the Tazewell County Cemetery |
|  | Existing Ameren Easement Corridor |  | Proposed Modification |

COMMITTEE REPORT

Mr. Chairman and Members of the Tazewell County Board:

Your Property Committee has considered the following RESOLUTION and recommends that it be adopted by the Board:

-

RESOLUTION

WHEREAS, the County's Property Committee recommends to the County Board to approve a proposal from Taza Construction, a DBA of Tiles in Style, LLC for epoxy work at 101 S. Capitol, Pekin, Illinois; and

WHEREAS, Tiles in Style, LLC was awarded bid project #2024-P-07 for epoxy floor installation in housing units B and C in the Justice Center; and

WHEREAS, additional needs have been identified in the elevators and one pod cell with a total costs of \$11,100; and

WHEREAS, the funds are available in the Capital Improvement Plan Fund; and

WHEREAS, the County Administrator recommends approving the proposal and is authorized to move forward with the project as submitted.

THEREFORE BE IT RESOLVED that the County Board approve this recommendation.

BE IT FURTHER RESOLVED that the County Clerk notifies the County Board Office, the Facilities Director, the Finance Director, and the Auditor of this action.

PASSED THIS 30th DAY OF OCTOBER, 2024.

ATTEST:

Tazewell County Clerk

Tazewell County Board Chairman

REP: Talha Ahmed

To,
Scott Dooley
Tazewell County Assistant Facilities Director
101 s. Capitol
Pekin, IL 61554.

PROPOSAL- Pekin Correction Facility 2 elevators and 1 pod cell.

Below you will find our quote for epoxy work at 101 S Capitol Pekin IL as mentioned below:

Scope of work:

- We propose to install new coating system in 2 elevators and 1 pod cell.
- Note: 2 elevators will be ¼ ur concrete with gray light epoxy top coat.
- Will perform daily cleanup at the end of each day.
- Will protect drains, trench drains and sump pits from any foreign materials entering during floor removal and installation that is in the work area.
- Will abide by all OSHA and PCF safety rules.
- Vendors will ensure the site is cleaned and all debris is removed.
- The contractor shall take before and after pictures of the area.

TOTAL AMOUNT: \$11,100.00

NOTE:

- Prices are valid for 30 days.

We trust this information meets with your approval. Please contact us at any time if you have any questions or if we may be of further assistance.

*Thanks & Regards,
Talha Ahmed*

Taza Construction DBA of Tiles in Style, LLC

Phone: (708) 980-5098

Fax: (866-552-8262)

talha@tilesinstyle.com

www.tazaconstruction.com





TAZEWELL COUNTY CAC.
11 S 4TH ST
Pekin, IL 61554

Tuesday, October 15, 2024

*****THIS IS NOT A BILL*****

Service Address: 21304 IL RT 9.
TREMONT IL 61568

Work Request Number: IB08548

Dear Customer,

Thank you for recently contacting Ameren Illinois concerning Electric facilities at the above address. This letter is to inform you of the customer billing charge that will apply for the work being requested. Below is a description of the work being performed and the customer billing charges that are applicable.

The total customer billing charge of your Non-Residential Electric Relocation project is \$13,875.48.

The total customer billing charge must be paid prior to start of construction. Please contact me within the 90 days if you want to approve the customer billing charge and move forward with construction. Once you approve the customer billing charge, a formal bill will be sent to you along with payment instructions.

Any modifications in the scope of your project would require a redesign and could affect the customer billing charge.

The customer billing charge quoted above is valid for 90 days from the date on this letter. After 90 days the customer billing charge would need to be recalculated.

If you have any questions or concerns about the project please contact me at the phone number listed below or via e-mail at MCavanagh@ameren.com.

Thank you for your business. We look forward to serving you again in the future.

Sincerely,

MATTHEW CAVANAGH
Ameren Illinois
309-693-4685

Ameren Illinois
300 Liberty St.
Peoria, IL 61602



AMEREN TO INSTALL TWO NEW
POLES TO RE-REROUTE OVERHEAD
LINES AROUND BUILDING. INSTALL
NEW TRANSFORMER AND
TRANSFER EXISTING OVERHEAD
LINES TO NEW POLE





TAZEWELL COUNTY CAC.
11 S 4TH ST
Pekin, IL 61554

Wednesday, October 16, 2024

*****THIS IS NOT A BILL*****

Service Address: 21304 IL RT 9.
TREMONT IL 61568

Work Request Number: IB08549

Dear Customer,

Thank you for recently contacting Ameren Illinois concerning Electric facilities at the above address. This letter is to inform you of the customer billing charge that will apply for the work being requested. Below is a description of the work being performed and the customer billing charges that are applicable.

The total customer billing charge of your Non-Residential Electric Relocation project is \$11,985.52.

The total customer billing charge must be paid prior to start of construction. Please contact me within the 90 days if you want to approve the customer billing charge and move forward with construction. Once you approve the customer billing charge, a formal bill will be sent to you along with payment instructions.

Any modifications in the scope of your project would require a redesign and could affect the customer billing charge.

The customer billing charge quoted above is valid for 90 days from the date on this letter. After 90 days the customer billing charge would need to be recalculated.

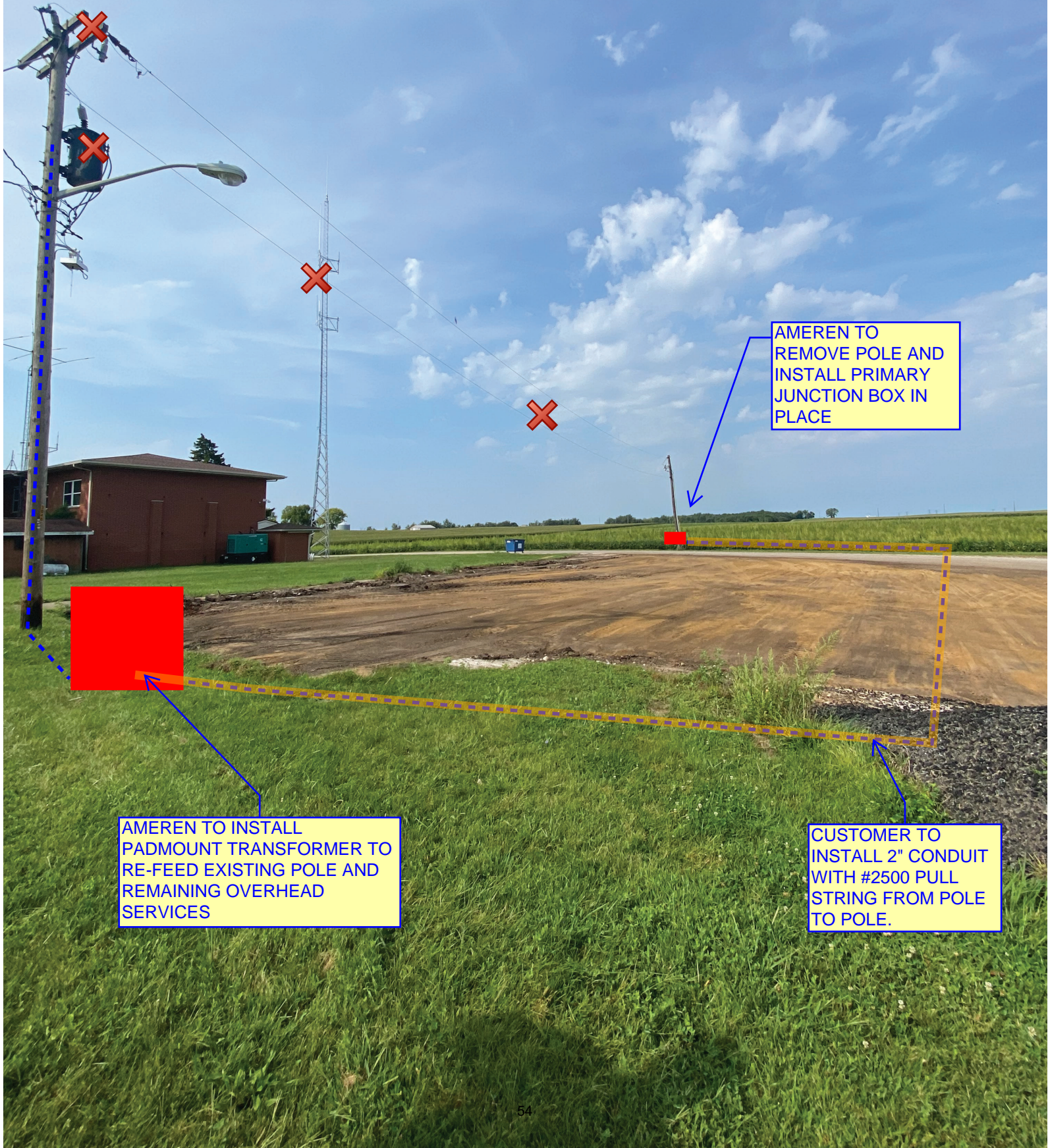
If you have any questions or concerns about the project please contact me at the phone number listed below or via e-mail at MCavanagh@ameren.com.

Thank you for your business. We look forward to serving you again in the future.

Sincerely,

MATTHEW CAVANAGH
Ameren Illinois
309-693-4685

Ameren Illinois
300 Liberty St.
Peoria, IL 61602



AMEREN TO REMOVE POLE AND INSTALL PRIMARY JUNCTION BOX IN PLACE

AMEREN TO INSTALL PADMOUNT TRANSFORMER TO RE-FEED EXISTING POLE AND REMAINING OVERHEAD SERVICES

CUSTOMER TO INSTALL 2" CONDUIT WITH #2500 PULL STRING FROM POLE TO POLE.