

Jean Jessen - Nov 3rd Board meeting

From: David Jorgenson <jorgensond@TheBakerGroup.com>
To: "jjessen@woodburycountyiowa.gov" <jjessen@woodburycountyiowa.gov>
Date: 2/22/2016 2:33 PM
Subject: Nov 3rd Board meeting
CC: Shane Albrecht <albrechts@TheBakerGroup.com>, Jeremy Taylor <JTAYLOR@woo...>
Attachments: Conceptual Study-Oct282015JT.xlsx

16a
11/03/15

Good afternoon Jean: I meant to send this to you last week and the time got away from me so I apologize for the delay.

On Wed, February 10th Shane Albrecht from our company and myself talked to you in your office. You requested that I send you a copy of the spread sheet we presented to the Board of Supervisors on Nov 3rd; which was approved by the Board for a not to exceed dollar amount of \$12,000 for our services to assist the selected Architectural Design Team through their Schematic Design phase on the LED project. We based that on 104 hours at \$115 per hour. If additional hours would be needed it was our understanding we would report back to the Board and get permission to do so.

We agreed to support the Board through the Architectural RFQ phase and selection process without costs to the County. That phase is now complete so when the Board does finalize the selection process we will be ready to continue on as agreed.

Let me know if there is anything else we can do for you.

Best regards,

Dave Jorgenson, Director
 Facility Improvement Master Plan

Baker Group
Expect the Best

Office Phone: [515-299-4260](tel:515-299-4260)
 Direct Fax: [515-299-4261](tel:515-299-4261)
 Cell Phone: [515-339-3971](tel:515-339-3971)

Please consider the environment before printing this email

This message and its attachments contains confidential information and is intended only for the highly valued individual customer or team member named. Please notify the Baker Group sender immediately by e-mail or telephone if you have received this e-mail by mistake and delete this e-mail from your system. Please do not distribute or copy this e-mail.
 Because e-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses, Baker Group cannot accept liability for the contents of this message. If verification is required please request a hard-copy version. Thank you for the opportunity to work with you!

Woodbury County LEC

Expansion Plan into Existing Space (Outside Recreation Area)

Relocate Kitchen

	Board of Supervisors	Baker Group	Structural Engineer	Interview Team	Design Team	Sheriff Office
Step 1 Define structural integrity for maximum floor load						
A. In office review of LEC as-built drawings		x	4			
B. On site visit and inspection of LEC		x	10			
C. Report from Structural Engineer			2			
D. Board decision for "go" or "no go" to move forward	x					
Step 2 Selection of Design Team						
A. Prepare Request for Qualifications (RFQ) for Architect		x				
B. Select Interview Team (County, Baker Group, Sheriff/Jail)	x					
C. Prepare interview questions and evaluation sheet		x		x		
D. Selection of Architects to be invited to respond	x	x		x		
E. Recommendation to Board for selection of Architect		x		x		
F. Selection of Architect finalized	x					
Note: No costs to the County up to this point except for the hourly rate for the Independent Structural Engineer						
Step 3 Identify Building Code Obstacles						
Meet with DOC and State Fire Marshall to review concept, requirements and feasibility		8 *			8	
Step 4 Relocate Kitchen out of Prairie Hills	x					x

Sheriff Office: Work with CBM Food Services to develop a conditional Letter of Intent for moving the food preparation Kitchen from Prairie Hills to the existing Kitchen Space in the Court House. CBM to provide all equipment needed including cooking, refrigeration, freezing, dish washing and exhaust hood improvements. Cost of equipment would be included in the meal prices and contract terms would be negotiated.

Step 5 Reconfigure Kitchen preliminary plan and budget

Baker Group , **Facility Services & CBM** would work together to provide a budget for General Construction, Electrical Service, Plumbing and HVAC as needed to accommodate the space.

Step 6 Conceptual Design

County to contract with Architect and Construction Manager for conceptual design development and construction budget for Jail .

Step 7 Decision to move forward to complete design

	16 *				
x	80 *	TBD	TBD	x	x
x					x

Hourly Rate as needed: \$ 115 \$ 125

* Stated hours are estimated only and will be invoiced based on actual hours. Actual hours worked in each Step will be reported to the Board of Supervisors on two week basis. The estimated hours will not be exceeded without Board approval.