

# OPERATIONS & ADMINISTRATIVE COMMITTEE AGENDA

**Called by:** Keith McDonald, Chairman  
**Members:** John Butitta, Paul Arena,  
Joe Hoffman, Jaime Salgado, Valerie  
Hanserd, Michael Thompson

**DATE:** THURSDAY, JANUARY 5, 2023  
**TIME:** 5:30 PM  
**LOCATION:** ROOM 303  
COUNTY ADMINISTRATION BLDG  
404 ELM STREET  
ROCKFORD, IL 61101

## AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of September 22, 2022 Minutes
- D. Public Comment – This is the time we invite the public to address the Operations and Administrative Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name. Thank you.
- E. Discuss Animal Services ARPA Building Project
- F. Discuss Family Court Center (PSB) ARPA Building Project
- G. Future Agenda Items
- H. Adjournment

**Winnebago County Board  
Operations and Administrative Committee Meeting**  
County Administration Building  
404 Elm Street, Room 303  
Rockford, IL 61101

Thursday, September 22, 2022  
5:30 PM

**Present:**

Keith McDonald, **Chairperson**  
Jean Crosby  
Paul Arena  
Joe Hoffman  
Dorothy Redd

**Absent:**

John Butitta  
Jaime Salgado

**Others Present:**

Patrick Thompson, County Administrator  
Dave Rickert, Chief Financial Officer  
Lafakeria Vaughn, State's Attorney's Office  
Angie Goral, County Board Member  
Steve Schultz, County Board Member  
Shawn Franks, Facilities  
Rick Ciganek, Sheriff's Office  
Pat McDiarmid, River Bluff Nursing Home  
Mark Lofgren, River Bluff Nursing Home  
Jeff Duesterbeck, Huffman Facility Development, Inc.

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes - None
- D. Public Comment – This is the time we invite the public to address the Operations and Administrative Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name. Thank you.
- E. Resolution Awarding County Construction Project Consultant
- F. Future Agenda Items
- G. Adjournment

Chairperson McDonald called the meeting to order at 5:30 PM.

**Approval of Minutes**

None

**Public Comment**

Chairperson McDonald omitted reading the Public Comment Section of the Agenda due to no one present to speak.

**Resolution Awarding County Construction Project Consultant**

Motion by Chairperson McDonald. Seconded by Ms. Crosby.

- A discussion followed.
- Amend the Resolution in Section Two, Payments adding Sub-paragraph C, Title Maximum “total fees and expenses within a fiscal year shall not exceed \$40,000 unless approved by the Board” and Paragraph Four, Term to read “Consultant’s term of engagement shall begin upon approval by the County Board and shall continue unless cancelled by either party.”

Motion by Chairperson McDonald. Seconded by: Ms. Crosby.

- A discussion followed.

Motion with amendments to Resolution Awarding County Construction Project Consultant was passed by unanimous voice vote.

**Future Agenda Items**

- Update at next meeting on RBO.
- Insurance Items from HR Dept.
- Updated information on the Solid Waste Management Plan.
- Information on request to uncap wells, capped via a Resolution passed in 2017. The EPA has agreed to uncapping the wells.

**Motion to Adjourn.** Moved: Ms. Crosby, Seconded: Mr. Arena.

Motion passed by unanimous voice vote.

Respectfully submitted,

Nancy Bleile  
Administrative Assistant



# Resolution Executive Summary

**Prepared By:** Purchasing Department  
**Committee:** Finance Committee  
**Committee Date:** January 5, 2023  
**Resolution Title:** Resolution Awarding Bid for Animal Services Addition and Renovations with ARPA  
**Board Meeting Date:** January 12, 2023

<b>Was item budgeted?</b> Yes - ARPA Funded	<b>Appropriation Amount:</b> N/A
<b>ORG/OBJ/Project Code:</b> 61300-46320-RP011	<b>Budget Impact:</b> N/A

## Background Information:

In July 2021, the County Board approved the use of ARPA funds to address building needs at the animal services facility. In October 2021, this project was reviewed and approved as an ARPA eligible project by Baker Tilly.

On March 17, 2022, the Finance Committee approved limited funds to hire an A&E firm to design the renovations and addition plans so it could be “bid out” to determine a total project cost before allocating additional funds. In March, Animal Service Administrator, Brett Frazier, chose Richard L. Johnson Associates, a local architecture firm, to develop a floor plan that will meet the project objectives with the limited funds.

This project objectives include replacing and upgrading part of the HVAC system, addressing safety and functionality concerns of the animal intake and treatment area (exam room), modernizing and addressing safety/welfare issues in animal housing, creating dedicated spaces for sanitation of animal supplies, adding x-ray capabilities and addressing overall building flow and efficiency.

In August 2022, the Purchasing Dept, used the developed construction documents, to conduct a public bidding process. A total of seven bids were received (See Resolution Exhibit A - Bid Tab). Scandrolis was the lowest responsible bidder, including the Bid Alternatives line items. With Bid Alternatives, the total construction bid totals \$2,088,388.

During the months of November and December, the newly contracted, Huffman Facility Development’s Manager, Jeff Duesterbeck worked with County staff, the project architect, an outside HVAC engineer, City Building Department staff, several Board members and others in review of the project.

Huffman will be retained for Third Party Project Cost Management Services, in an amount not to exceed \$43,200. Richard L Johnson Associates design and construction management fees will total \$183,227 for all project phases. A five percent contingency has been added to the overall project budget and will only be used if approved in advanced and in writing by PO Change Order.

See the Master Project Budget (Executive Summary Attachment A) for more project details on all current line items verses the original bid.

**Follow-Up:** A&E firm will finalize all necessary construction documents and a Notice to Proceed will be issued to Scandrolis Construction after Board approval.

**RESOLUTION**  
**of the**  
**COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

Sponsored by: John Butitta, Committee Chairman

Submitted by: Finance Committee

2023 CR

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**RESOLUTION AWARDING BID FOR ANIMAL SERVICES ADDITION AND  
RENOVATIONS WITH ARPA FUNDS**

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**WHEREAS**, the Winnebago County Animal Services building is in need of renovations and an addition; and,

**WHEREAS**, the Code of Ordinances for the County of Winnebago, Illinois, provides as in Section 2-357 (b) (1), Conditions for use. All procurements whose value equals or exceeds the competitive bidding threshold of \$25,000.00 shall be awarded by competitive sealed bidding in accordance with this section; and,

**WHEREAS**, competitive bids were received for solicitation #22B-2240 on September 13, 2022 for the following;

**ADDITION & RENOVATIONS WORK AT COUNTY ANIMAL SERVICES**

**WHEREAS**, Winnebago County Animal Services is in need of building renovations and the remodeling project has been approved by Baker Tilly for the use of American Rescue Plan (ARPA) funds; and,

**WHEREAS**, the Finance Committee has reviewed the bids for the aforementioned service and recommends awarding the bid with all bid alternates included, as follows:

**SCANDROLI CONSTRUCTION CO.**

**855 NORTH MADISON STREET**

**ROCKFORD, ILLINOIS 61107**

**(See RESOLUTION EXHIBIT A – Bid Tab)**

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that the County Board Chairman is authorized to execute, on behalf of the County of Winnebago a contract agreement and County Purchase Orders with SCANDROLI CONSTRUCTION CO., RICHARD L. JOHNSON ASSOCIATES and HUFFMAN FACILITY DEVELOPMENT, INC. for a total ARPA project amount not to exceed \$2,798,691.

**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Animal Services Administrator, Facilities Engineer, Director of Purchasing, Finance Director, County Board Office, and County Auditor.

Respectfully Submitted,  
**FINANCE COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
JOHN BUTITTA, CHAIRMAN

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JOHN BUTITTA, CHAIRMAN

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JAIME SALGADO, VICE CHAIRMAN

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JAIME SALGADO, VICE CHAIRMAN

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JEAN CROSBY

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JEAN CROSBY

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KEITH McDONALD

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KEITH McDONALD

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JOE HOFFMAN

\_\_\_\_\_  
JOE HOFFMAN

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JOHN F. SWEENEY

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JOHN F. SWEENEY

\_\_\_\_\_  
MICHAEL THOMPSON

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MICHAEL THOMPSON

The above and foregoing Resolution was adopted by the County Board of the County of

Winnebago, Illinois this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

ATTESTED BY:

\_\_\_\_\_  
**JOSEPH CHIARELLI**  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

\_\_\_\_\_  
**LORI GUMMOW**  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

**MASTER PROJECT BUDGET**  
**Winnebago County-Animal Services Project**

12/29/22

Cost Codes	DESCRIPTION	CURRENT BUDGET	VENDOR	BID BUDGET
100	<b>PRE-DEVELOPMENT COSTS</b>	<b>Current Budget</b>	<b>Vendor</b>	<b>Bid Budget</b>
101	Owner Project Manager-Pre Construction Assessment (Paid/invoiced to Date)	\$ 3,105	Huffman	
149	Architectural Fees-Design Phase 1 & 2 (Paid/invoiced to Date)	\$ 132,931	RLJ	\$ 132,931
	<b>Subtotal Pre-Development Costs</b>	<b>\$ 136,036</b>		<b>\$ 132,931</b>
200	<b>PROFESSIONAL SERVICES</b>	<b>Current Budget</b>	<b>Vendor</b>	<b>Bid Budget</b>
201	Owner Project Manager-Construction Management	\$ 43,200	Huffman	
202	Plan Review	\$ 528	RLJ	
231	Architectural Fees-Phase 3 Construction Administration	\$ 43,268	RLJ	\$ 43,268
250	Added HVAC Exhaust in the Existing Cat/Dog Wards-Design	\$ 4,000	RLJ	
	<b>Subtotal Professional Services Fees</b>	<b>\$ 90,996</b>		<b>\$ 43,268</b>
300	<b>CONSTRUCTION</b>	<b>Current Budget</b>	<b>Vendor</b>	<b>Bid Budget</b>
301	Construction Costs (Includes All Add Alts)	\$ 2,088,388	Scandroli	\$ 2,088,388
302	Building Permit-(Obtained by RLJ as a Reimbursable Expense)	\$ 2,500	RLJ	
303	Construction Material Testing	\$ 7,500	Testing Serv. Corp	
304	Access Control (Card Reader System)	\$ 30,000	Winn. Co.	
305	Security (Cameras)	\$ 10,000	Scandroli	
306	AV Equipment	\$ -		
	<b>Subtotal Construction</b>	<b>\$ 2,138,388</b>		<b>\$ 2,088,388</b>
400	<b>OWNER DIRECT</b>	<b>Current Budget</b>	<b>Vendor</b>	<b>Bid Budget</b>
401	Equipment & Furniture	\$ 463,907	by Brett	
402	Misc. appliances	\$ -		
403	Signage (Interior)	\$ 15,000	TBD	
404	Technology-WAP System & Phones	\$ 10,000	TBD	
405	Chain Link Fencing (See North Elevation Details)	\$ -		
407	Builders Risk Insurance	\$ 10,000	Winn. Co.	
447	Moving & Temporary Storage Expenses	\$ 25,000	TBD	
	<b>Subtotal FF&amp;E</b>	<b>\$ 523,907</b>		<b>\$ -</b>
500	<b>OTHER EXPENSES</b>	<b>Current Budget</b>	<b>Vendor</b>	<b>Bid Budget</b>
501	Utility expenses by owner	\$ -		
502	Utility Service Upgrade Expenses	\$ 25,000	TBD	
547	Fire Separation Required by City	\$ 20,000	Scandroli	
548	Flat Roof Replacement Allowance	\$ 45,000	Scandroli	
549	Added HVAC Exhaust in the Existing Cat/Dog Wards-Construction	\$ 150,000	Scandroli	
	<b>Subtotal Other Expenses</b>	<b>\$ 240,000</b>		<b>\$ -</b>
600	<b>ADDITIONAL FUNDING SOURCES</b>	<b>Current Budget</b>	<b>Vendor</b>	<b>Bid Budget</b>
601	Animal Services FF&E Operating Funds	\$ (463,907)		
	<b>Subtotal Additional Funding</b>	<b>\$ (463,907)</b>		
	<b>PROJECT BEFORE CONTINGENCY</b>	<b>\$ 2,665,420</b>		<b>\$ 2,264,587</b>
701	<b>OWNER DESIGN/CONSTRUCTION CONTINGENCY</b>	<b>\$ 133,271</b>	<b>5%</b>	<b>\$ 113,229</b>
	<b>TOTAL COUNTY PROJECT BUDGET (Less FF&amp;E)</b>	<b>\$ 2,798,691</b>		<b>\$ 2,377,816</b>

**FF&E-Operational Equipment Costs (From Brett)**

X-Ray	\$	45,000
Freezer	\$	25,000
Freezer System Install	\$	7,500
Dog Kennels	\$	112,000
Cat Enclosures	\$	115,000
Install of Kennels (\$80/hr x 4 man crew x 4 days X 3 rooms)	\$	7,680
Fencing (Dog Yards)	\$	50,000
Dog Wash Station	\$	6,000
	\$	368,180
Escalation (20%)	\$	73,636
		<hr/>
Subtotal FF&E	\$	441,816
FF&E Contingency (5%)	\$	22,091
Total FF&E Budget	\$	463,907

<b>Vendor</b>	<b>Vendor Breakouts</b>	<b>Amount</b>
Huffman		\$ 46,305
RLJ (Architect of Record)		\$ 183,227
Scandrol		\$ 2,313,388
Testing Services Corp.		\$ 7,500
Winn Co. (These will minor vendors selected by facilities)		\$ 40,000
Operational Equipment (Brett)		\$ 463,907
Deduct Operational (Brett)		\$ (463,906.80)
TBD (Vendor yet to be sourced)		\$ 75,000
Contingency (5%)		\$ 133,271
	<b>Total</b>	<b>\$ 2,798,691</b>



# RESOLUTION EXHIBIT A

**BID TAB Addition/Renovation Work  
@ Winnebago County Animal Services**

Bid Date: September 13, 2022

**Bid #22B-2240 RLJA #22-020**

BIDDERS	BID QUAR	ADDM. RCPT.	SITE INSP.	PRE-BID MTG	CERTIFI- CATIONS	BASE BID	CALENDAR DAYS	ALT. BID NO. 1	ALT. BID NO. 2	ALT. BID NO. 3	ALT BID NO. 4	ALT. BID NO. 5
								Demo/Remodel new rooms	Replacement of site lighting	Replacement of Rooftop units	Air Filtering System	Performance & Payment Bonds
<b>Larson &amp; Larson Bldrs</b> 5612 Industrial Ave. Loves Park, IL 85-633-1773	5%	3	YES	YES		\$1,932,000	240	\$89,490	\$3,320	\$69,600	\$7,640	\$16,750
<b>Rockford Structures</b> 10540 N 2nd St. Mach PK, IL 815-633-6161	5%	3	YES	YES		\$1,953,000	168	\$76,000	\$15,000	\$72,000	\$4,500	\$29,000
<b>Scandroli Construction</b> 855 N. Madison St. Rockford, IL 815-962-4037	5%	3	YES	YES		\$1,888,888	245	\$88,000	\$13,000	\$73,000	\$8,000	\$17,500
<b>Schmeling Construction</b> 315 Harrison Avenue Rockford, IL 815-399-7800	5%	3	YES	YES		\$1,970,000		\$73,800	\$13,600	\$70,100	\$8,500	\$19,000
<b>Sjostrom &amp; Sons</b> 1129 Harrison Ave. Rockford, IL 815-226-0330	5%	3	YES	YES		\$2,115,000	275	\$90,000	\$13,750	\$103,500	\$15,850	\$21,500
<b>Stenstrom GC</b> 2420 20th Street Rockford, IL 815-398-2420	5%	3	YES	YES		\$1,918,000		\$117,500	\$15,200	\$95,100	\$14,100	\$14,000
<b>Winter Construction</b> 1840 S. Walnut Freeport, IL 815-235-1234	5%	3	YES	YES		\$2,194,000	395	\$84,000	\$14,200	\$82,300	\$8,300	\$18,400