



Ellis County Bond Oversight Committee

Meeting Agenda #2

October 1, 2007

Introductions, Roles and Responsibilities

The Staubach Company – foster and maintain communication; manage budget; schedule keepers; process shepherds; uncover and present value alternatives; mitigate risks of design and construction; trusted partner.

Real Estate – George Curry

Design and Construction Project Management – Jon Vidaurri

County Engineer – Joe White

Assistant City Manager (City of Waxahachie representative) - Michael Scott

Jail Captain (County Jail representative) - Captain Ogden

Ellis County Bond Package

1. County Courts Administration Building
 - a. 78,800 square feet, two-story masonry building, designed in context with the surrounding historical architecture.
 - b. Building to be located on the existing county owned property bounded on the NW by S. Jackson Street, SE by Cliff St., NE by MLK Blvd., and SW by Jefferson St.
 - c. Planned occupants of the new facility;
 1. All the current occupants in the Old Wal-Mart facility including;
 - District Attorney
 - 2 existing County Courts
 - Adult Probation
 - Public Works
 - District Clerk
 - 911 Mapping
 - Fire Marshall

2. selected offices currently located in the historical courthouse*;
 - Auditor
 - Purchasing
 - Treasurer
 - Communications
 - Veterans Services
 - Indigent Health Care
 - MIS
 - Human resources

**select low traffic offices will remain in the courthouse*

3. the following offices currently located at 114 S. Rogers;
 - Tax Office
 - Homeland Security
 - County Engineer
4. the following offices currently located at 117 W. Franklin;
 - County Clerk
5. the following offices currently located at 111 W. Franklin;
 - Juvenile Probation
6. the following offices currently located at 217 S. Rogers;
 - Elections Office
7. Future Courts
 - Space for 6 court rooms

2. County Jail Addition (separate building)
 - a. 92,000 square feet, 2-3 story, 273 bed minimum, county jail facility.
 - b. Facility was originally intended to be located next to the new administration/courts building. The county is looking at the feasibility of locating the jail addition next to the existing jail on property currently owned by the county.
3. City of Waxahachie Parking Garage (not included in the bond package)
 - a. 138,000 square feet, 3-4 story, 424 car parking garage.
 - b. Garage is to be located next to the new County Courts/Administration building and along S. Jackson Street.
 - c. Entire cost of the parking garage is to be paid by the City of Waxahachie.

Budget

1. County Courts Administration Building
 - a. Total Bond Budget of \$26,145,409.00
2. County Jail Addition (separate building)
 - a. Total Bond Budget of \$ 27,726,096.00
3. Total Bond Budget - \$ 53,871,505.00
 - a. The following scope is included in the above bond cost;
 1. Professional Services Fees for; Architect, MEP Engineer, Structural Engineer, Civil Engineer, Landscape Architect, Surveying, Technology Consultant, State TDLR review, bond management fee, building permits and fees, Geotechnical testing, Material Testing and Inspections, HVAC test and balancing.
 2. Technology Systems such as; Phone System and Network Equipment/Hardware/Software, Voice and Data Cabling, Security System and Access Control System.
 3. Furniture, Fixtures and Equipment
 4. Move Cost; for the relocation of the existing furniture and equipment from the multiple locations of county offices into one new consolidated facility.
 5. Real Estate Acquisition Cost
 6. Construction Hard Cost – the cost a construction manager will charge for the construction of a new facility including sub-contractor hard cost, general conditions, profit and overhead.

Schedule

See attached Schedule.

Accomplished to date

1. Met with City of Waxahachie;
 - a. established roles, responsibilities and expectations
 - b. reviewed schedule, budget and task list
 - c. established project coordinator
 - d. established regular meeting schedule
 - e. drafted City –County Project Inter-local Agreement
2. Established Bond Oversight Committee

3. Met with Sherriff and Staff;
 - a. established roles, responsibilities and expectations
 - b. reviewed schedule, budget and task list
 - c. established project coordinator
 - d. established regular meeting schedule
4. Kick off real estate acquisition process.
5. Met with county financial advisor and provided cash flow analysis.
6. Established Architect/Engineer selection committee (include rep from City of Waxahachie and Sherriff's office).
7. Selection committee selected, interviewed, and ranked the #1 A & E firm as a result of the A & E Request For Qualifications process and the state required process for selection of professional services.
8. Commissioner's Court approved the county to enter into contract negotiations with the #1 ranked A & E firm (HDR Architects) as required by the State of Texas.
- 9. Issued Construction Manager-at-Risk RFQ on 9-10-07. Received Construction Manager-at-Risk RFQ responses at 2:00 pm this afternoon.**
- 10. Conducted several information gathering meetings with various IT vendors and consultant. Ellis County IT was an integral part of all of the IT meetings, progress, decisions, and development of the Request for Qualifications.**
- 11. Issued Technology Consultant RFQ today, 10/1/07. RFQ responses due October 22, 2007.**
- 12. Negotiated A & E fee with HDR architects. Completed negotiations of fee for Architectural Design, Structural Engineering, Mechanical Engineering, Electrical Engineering, Plumbing Engineering, Civil Engineering, Landscape Architectural design, Food Service design and Security System design for all areas that will house prisoners. Agreed on fee is within the bond budget.**
- 13. Began initial interviews and introductions of A & E team to the County and to the Sherriff's staff. Design team conducted two sets of interviews and walk-thru of the existing jail and court's facilities.**

14. The Staubach Company(TSC) has completed their initial review of the A & E contract and has forwarded the contract along with TSC's recommended modifications to the County (and City for their portion) for their review and recommended modifications. While the details of the contract are worked out between the county and architect's attorney, a Letter of Intent (LOI) has been issued to the A & E firm to begin the design programming phase. This LOI will go before the Commissioner's Court for approval so we can proceed with the design process while the fine points of the contract are worked out. In the unlikely event that the county and the A & E firm cannot come to an agreement over the details of the contract (not the fee). The county will pay for the programming portion of the design and take this information and provide it to the number two ranked firm and start over with that firm. The information obtained from the original firm will still be good, valid, useful, design information that the second firm would use.

15. Met with Hydrology Consultant, Civil Engineer, County representatives and representatives from the City of Waxahachie. The purpose of this meeting was for the hydrology consultant to put together a proposal to study the flood plain on the county property on the south side of the existing Jail/Sally Port. The City of Waxahachie and Ellis County will share cost on a portion of the hydrology study since the city needs some of the same information.

16. Communication, debriefing, and meeting with the top ranked "non-selected" A & E firms in progress.

Next Steps

1. Preparing Geotechnical Testing RFP.
2. Preparing Material Testing/Inspection Services RFP.
3. Begin Architectural Programming for the Administration/Courts building and Jail Addition.

4. Select Construction Manager-at-Risk

Evaluate RFQ's/score and rank short list	10/1 – 10/5
Notify Short List Candidates	10/5
Oral Interviews by Selection Committee	10/11
Score/Rank and Select #1 candidate	10/11
Notify #1 Ranked Firm of Selection	10/12
Negotiate Fees with #1 ranked CM	10/23 – 10/25
Issue Letter of Intent to selected CM	10/25

5. Select Technology Consultant

RFQ responses due	10/22
Evaluate RFQ's/score and rank short list	10/22 – 10/25
Notify Short List Candidates	10/26
Oral Interviews by Selection Committee	11/2
Score/Rank and Select #1 candidate	11/2
Notify #1 Ranked Firm of Selection	11/2
Negotiate Fees with #1 ranked Firm	11/5 – 11/7
Issue Letter of Intent to selected Firm	11/7

FOR IMMEDIATE RELEASE October 1, 2007

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Citizens' Bond Oversight Committee holds second meeting

The Ellis County Citizens' Bond Oversight Committee held its second quarterly meeting on Monday, October 1. In attendance were Committee Chair Roy Orr, Co-Chair Larry Burns, 1st Vice Chair John Tabor, Secretary Cheree' Barrett, and members Cathy Altman, Bill Lewis, John Knight, Doug Young, Ken Chambers, and Charlie Morton.

The Committee heard reports from Jon Vidaurri of the Staubach Company and County Engineer Joe White regarding progress on the County's bond project, approved by voters in May.

"We have negotiated a fee with HDR Architects that is within the budget," said Vidaurri. "We are still in negotiations with them on the fine print in the contract, and I don't want to print the budget until they have signed on the dotted line."

Vidaurri said Staubach is recommending that the County go ahead and engage HDR to start what he called "design programming" services in preparation for the actual design work, at a fee not to exceed \$100,000.

"That is work we have to pay somebody for anyway," Vidaurri said. "If for some reason we cannot agree on the contract fine points, we can give that information to the number two firm and go on from there. We just don't want to be doing nothing while we are negotiating."

A request for qualifications for the Construction Manager-at-Risk was sent out on September 10, with responses opened on Monday, October 1, at 2 p.m. From there, the same process will be followed as was used in selecting the architectural firm, with a short list developed by October 5, and oral interviews by the selection committee on October 11.

A request for qualifications for Technology Consultant services was issued on Monday, October 1, with a deadline for responses set for October 22. The Technology Consultant short list should be developed by October 25, and interviews are set for November 2.

"This is a good, concise report," said Orr. "I hope you will continue this – it is a good service to the people of Ellis County."

The Committee set its next meeting for Monday, January 7, 2008 at 6:30 p.m. in the second floor courtroom of the historic Courthouse.

Agenda & Meeting Minutes

Meeting Date:	October 1, 2007	Meeting No:	2
Project Name:	Ellis County Bond Oversight Committee		
Project No:	Current Bldg/FI:	New Bldg/FI:	

	Name	Appointed by:	Present		Name	Appointed by:	Present
	Attendees:	Cathy Altman	Judge		Y		Cheree' Barrett
Jimmy Boon		Comm. 2	N		Larry Burns	Comm. 2	Y
Ken Chambers		Comm. 3	Y		Scott Jackson	Comm. 3	N
John Knight		Comm. 4	Y		Bill Lewis	Comm. 2	Y
James Moon		Comm. 4	N		Charlie Morton	Comm. 4	Y
Roy Orr		Judge	Y		Tommy Rossa	Comm. 3	N
John Tabor		Judge	Y		John Wyckoff	Comm. 1	N
Doug Young		Comm. 1	Y				

	Name	Appointed by:	Present		Name	Appointed by:	Present
	CC:	Diana Buckley	County Employee		Y		Ann Montgomery
Joe White		County Employee	Y		Jon Vidaurri	Staubach	Y
W. Lee Auvenshine		County Employee	Y				

Next Meeting:	January 7, 2008	Prepared By:	Cheree' Barrett
Date/time/place:	6:30 2 nd FI Courthouse	Date Distributed:	10/5/07

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| Agenda Items |
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- Introductions, Roles and Responsibilities
 - Ellis County Bond Package
 - Budget
 - Schedule
 - Accomplished to date
 - Next Steps

Key Meeting Notes & Decisions
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Everyone again introduced themselves and roll was taken. Attendance is noted above.

Jon Vidaurri explained that the agenda items were left from last meeting so we could see again what was projected to be done and compare with the time line, again distributed, for items completed and progress on projections from August meeting.

Any misrepresentations or incorrect statements or action items must be brought to the immediate attention of the individual preparing these notes listed above.)

HDR has been chosen as architect for jail project however negotiations are still on-going. Jon plans to submit this at the next meeting once papers are signed. HDR has a very good reputation. Joe White contacted several other counties and organizations who were in charge of construction. 4 or 5 he spoke to extensively and had good reports. Roy asked that Jon cover this same information on the jail with those who file to run for sheriff after 1/1/08.

Item 11 Technology RFQ was sent out 10/1/07 and responses are expected by 10/22/07. Selection should be complete by 11/2/07 and the announcement made.

Several responses were received as of 9/12/07 on Construction RFQ. They are working with 8 and will decide by 10/5/07 who the top 3 are.

Item 9 Construction Manager-at-Risk RFQ'S were issued 9/10/07 and were to be responded to on October 1, 2007. Duties will be to help prepare bids, see what the bids are. Through this process any savings on project there might be would come to the County instead of the contractor. They are bonded up to \$25,000 or more. If an agreement can't be reached – there will be a negotiation on general conditions re: superintendent, safety, etc. When the design is done the GMP can be adjusted. With CM the company is ranked before the fee is known. Also the time frame is taken into consideration. Roy asked Jon who sets the fee for timeframes not met. This is included in a contract. Also included is a schedule for weather days based on NOAA. Claims for missed days of work are made within 24 hrs. If they go beyond the days stipulated the work around will be requested so the project can stay on track.

On agenda page 3 and 4 #'s 1-8 were left from last meeting. #9-16 is things accomplished since the last meeting to 10/1/07. Master plan is to use the IT that can be expanded and equipment added.

Question was asked regarding future jail expansion. Hydro modeling costs \$150,000. It is believed FEMA has maps & time to get this information. Next couple of months a plan will be in place. A small portion is in the flood plain but that is being reviewed since the survey was done a while ago. (Item#15) City of Waxahachie needs this same information so the cost will be shared.

Item 10 Several information gathering meetings have been held with various IT vendors. The County's IT was included in the meeting, decisions and Request for Qualifications.

Item 13 is already in progress which is the initial interviews and introductions of Architect & Engineering Team to the County and the Sheriff's staff. Walk-through and 2 sets of interviews of the existing jail and court facilities have already occurred. The sheriff was impressed. There were 15 technical people on the second set of interviews. The jail staff seems happy with what they saw and heard.

Item 14 The Staubach Company has completed their initial review of the Architect and Engineering contract and has forwarded the contract along with Staubach's recommended modifications to the County (and the city for their portion). Item 12 HDR fee and scope have been negotiated for architectural, structural, mechanical, electrical, plumbing and civil engineering, landscape architectural, food service and security system design for portion that will house prisoners. There was a recommendation that this be included on the letter of intent. The decision was made to allow HDR to go ahead and begin the design programming and the fee for this service will not exceed \$100,000 as well as a Letter of Intent being issued. Even if something at the last minute prevents the contract from being signed, the work will not be lost and will be given to the county for the \$100,000 paid. The Letter of Intent is going before Commissioner's Court for approval. If not approved we will provide this information to the #2 ranked firm and start with them using previously prepared information. Architect will also be named and tied to the contract with the % of time assigned.

Item 16 Communication, debriefing and meeting with top ranked non-selected Architect and engineering firms in progress.

Meeting adjourned at 7:20 pm/

Action Items

Item #	Item & Status	Resp Team	Resp Person	Date Needed	Priority
1.	Get geotechnical firm to do boring for what is beneath ground level. Only a small amount to get new one done based on previous problems. Old report is not being thrown out since there wasn't a problem with the report.	Staubach	Jon		1
2.	Material testing on sight. This is a common and standard test to determine soil fill, concrete, brick mortar, etc. Every sample will be tested by a 3 rd party. Reports should be sent to construction co., owner, Staubach, architect. Checks and balances have been established. There will be a website that will have the report log and testing log. The schedule was on page 6 of the agenda.	Staubach	Jon	11/7/07	1
3.	Begin Architectural Programming for the admin/courts building and jail addition.	Staubach	Jon		1
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Completed Items

Item #	Item & Status	Resp Team	Resp Person	Date Needed	Priority
1.	Met with City of Waxahachie to establish roles, responsibilities, etc. Reviewed schedule, budget, task list, met project coordinator, set regular meeting schedule				
2.	Finalize real estate acquisition				
3.	Meet with county financial advisor & provided cash flow analysis				
4.	Established Architect/Engineer selection committee (includes City of Waxahachie and Sheriff's dept.)				
5.	Architect and Engineer selection of HDR Architects				
6.	Commissioner's Court approved the county to enter into contract negotiations with HDR as required by the State of Texas				
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