October 10, 2014

Mr. Bruce Locke
Capital Development Board
James R. Thomson Center
100 West Randolph Street, Suite 14-600
Chicago, IL  60601-3283

Re: College of Lake County
   Student Services AEC Waukegan
   Lakeshore Campus, Waukegan, Illinois
   CDB Project Number: 810-056-024
   Architect’s Project Number: 213007.10
   Meeting Minutes: CLC – Lakeshore Campus Core Group Meeting

Summary of the Meeting held at 9:00 a.m. on Thursday, October 9th, 2014, at the CLC-Lakeshore Campus, Waukegan, Illinois. These notes record our understanding of items discussed and decisions made at this meeting. Please notify us within seven (7) calendar days of any necessary additions or corrections.

PERSONS IN ATTENDANCE

David Agazzi…………………………… Vice President, Administrative Affairs, College of Lake County (CLC)
Dr. Al Baldwin…………………………………………Dean, Lakeshore Campus, College of Lake County (CLC)
Joann Jacobs……………………………..……..Testing Manager, Lakeshore Campus, College of Lake County (CLC)
Tanya Woltmann……………Dean Student Academics, Lakeshore Campus, College of Lake County (CLC)
Ali O’Brien…………………………………………….Dean Library, Lakeshore Campus, College of Lake County (CLC)
Roland Miller…………………………….Dean Community Accts, Lakeshore Campus, College of Lake County (CLC)
Brian Beecher…………………………….Library, Lakeshore Campus, College of Lake County (CLC)
Kam Sanghvi………………………………….CIO, Lakeshore Campus, College of Lake County (CLC)
Al Baldwin……………………………………Library, Lakeshore Campus, College of Lake County (CLC)
David Achroid……………………….Director of User Services, Lakeshore Campus, College of Lake County (CLC)
Arlene Santos……………………….….….….Interim Dean, Lakeshore Campus, College of Lake County (CLC)
Steve Holman…………………………………. Lakeshore Campus, College of Lake County (CLC)
Arlene Santos……………………….….….….Interim Dean, Lakeshore Campus, College of Lake County (CLC)
Tom Guenthor…………………………………. Lakeshore Campus, College of Lake County (CLC)
Ted Haug…………………………………………….Principal, Legat Architects (Legat)
Gabe Wilcox…………………………………………….Architect, Legat Architects (Legat)
Veronica Castillo……………………………………………. Legat Architects (Legat)
Jeffrey Sronkoski…………………………………………….Principal, Legat Architects (Legat)
Burcin Moehring…………… Project Manager / Director of Science & Technology, Legat Architects (Legat)
ITEMS DISCUSSED

1. Introductions
   a. David Agazzi welcomed participants, outlined the purpose of the meeting. He indicated that the participants of this meeting will be part of the decision-making process for the project and are also expected to share the information discussed during the meetings with the rest of the people at the CLC – Lakeshore Campus.

2. The Role of the Stakeholders & their participation were discussed. Rose Pecoraro (from CLC) will coordinate the invitations for the Core Group meetings and will send out the invitations for bimonthly meetings. Following parties will be involved in the process:
   a. The CDB
   b. CLC teams (administrators, faculty etc.)
   c. City of Waukegan – code requirements
   d. Community Groups

3. CLC’s mission and Project Goals
   a. CLC’s mission and Project Goals were reviewed (attached). Jeffrey Sronkoski shared what the attendees of the Forum Meeting indicated will make this project a success. Following were the ideas brought up by the participants:
      i. Students should come first.
      ii. Lakeshore Campus should not be a “stepchild”.
      iii. Students should have the option to graduate with all the courses offered at Lakeshore Campus.
      iv. Students and Faculty should prefer to come to Lakeshore Campus.
      v. This campus should offer all courses.
      vi. An increase in the student graduation at this campus is desirable.
      vii. Everyone should feel safe and protected with no fear at this campus.
      viii. People should stop making “due”.
      ix. Faculty/staff at this campus should feel comfortable.
      x. Faculty/Staff at Lakeshore would like to see that the CLC administrators are committed to the completion of this project.
      xi. Faculty/Staff at Lakeshore would like to see that the all stakeholders are committed to the completion of this project.
      xii. The Lakeshore campus should be thriving and inclusive of the student life population.
      xiii. When the faculty is hired to come to the Lakeshore campus, they should feel happy about it.
      xiv. Faculty, staff and students at the Lakeshore campus should feel proud of the campus and the new developments.
      xv. Spaces in the new building should have as many windows as possible.
      xvi. A food venue should be incorporated into the CLC Lakeshore campus developments.
4. Design Process Overview & Schedule
   a. David Agazzi reviewed the Design Process and the Project Schedule (attached). Milestone deadlines were highlighted to complete the Schematic Design Phase and submit to CDB on February 15, 2015.
   b. David Agazzi briefly reviewed the Schematic Design Process, stakeholders' workshops, design concepts and program budget alignments. It was noted that this will be a collaborative design process.

5. Programming data collected during the Programming Phase and the Space Program List were briefly reviewed (attached).
   a. It was agreed that the scope of the work related to ABE and Library components will be revised. In addition, further review of the following will be necessary:
      - Student Success Space and the Opportunity for the Gallery Space or Art Display.
   b. It was agreed that user group meetings to assess the revised needs of the above will be scheduled during the Schematic Design Phase.
   c. It was noted that as the project develops and as the existing conditions are discovered in detail, the scope of work might need to be adjusted in order to align with the established project budget.

6. David Agazzi informed the participants that both the meeting minutes and the slides of the presentation will be posted at CLC’s website. In addition, the Programming Analysis Book is available at the website.

7. Site Analysis: Gabe Wilcox reviewed the following regarding Site Analysis (attached):
   a. Site context & vernacular
   b. Region and climate analysis
   c. Site access and connectivity
   d. Genesee and Madison Street Activation
   e. Tower Shadow Study

8. Collaborative Design Workshop: Everybody at the meeting was invited to participate in the design workshop.
   a. Potential design options with the programmed spaces listed in the PA Book were discussed. Blocks representing the programmed spaces were placed in several positions in the site study model. Options of possible relationships/adjacencies between the spaces and stacking options were studied together during the meeting. Pictures of some example options are attached. Legat team will study desirable stacking and blocking options further based on the CLC team’s input. Refer to attached images for various program stacking options.
9. General Discussion
   a. Potentially developing the Madison Street as “Green space/landscape” as part of this project was discussed.
   b. Upgrading some of the infrastructure of 33 and 111 North Genesee buildings will be part of the scope of work.
   c. David Agazzi confirmed that no work will be done in the 1 North Genesee Building as part of this project.
   d. David Agazzi gave updates about the previous meetings CLC team had with the officials at the City of Waukegan. He reminded the team that the city requires the new building to be at least six stories high at the former Madison Avenue restaurant site and the former News-Sun site, both of which are located on Sheridan Road. He also stated that the college is talking with the city officials regarding purchasing the parking structure at the corner of Sheridan Road and Madison Street.

10. Next Steps: Burcin Moehring informed the teams that the next Core Group meeting will be scheduled in two weeks to review the potential design options, give updates from the City meeting and possibly budget updates. The User Group meetings for the “Library”, “ABE” and the “Gallery Space” will be scheduled for the week of October 13th.

Please notify us within seven (7) calendar days of any necessary additions or corrections. Thank you.

Sincerely,

Legat Architects, Inc.

Burcin Moehring, AIA, LEED AP BD+C
Director of Science and Technology

ATTACHMENTS

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CC

Bruce Locke (CDB)
Legat Architects team
All Attendees
File: 213007.10
Meeting Agenda

1. Introductions

2. The Role of the Stakeholders & their participation
   a. CDB
   b. CLC teams (administrators, faculty etc.)
   c. City of Waukegan – code requirements
   d. Community Groups

3. CLC’s mission and Project Goals – What will make this project a success?

4. Design Process Overview, Schedule & Budget

5. Building Program / Analysis

6. Site Analysis

7. Collaborative Design Workshop

8. Next Steps: Project Schedule & Schematic Design Schedule/Work Plan
AGENDA

1. Introductions
2. The Role of the Stakeholders & their participation
   a. CDB
   b. CLC Teams (Administrators, faculty, etc.)
   c. City of Waukegan – code requirements
   d. Community Groups/Partnerships
3. CLC’s mission & Project Goals - What will make this project a success?
4. Design Process Overview, Schedule & Budget
5. Building Program / Analysis
6. Site Analysis
7. Collaborative Design Workshop
8. Next Steps: Work Plan & Next Meetings
2. STAKEHOLDERS

- CAPITAL DEVELOPMENT BOARD
- COLLEGE OF LAKE COUNTY TEAMS
- THE CITY OF WAUKEGAN
- COMMUNITY GROUPS/PARTNERSHIPS
3. CLC’S MISSION & PROJECT GOALS

- FULL SERVICE CAMPUS
- ABILITY TO EXPAND DEGREES AT LAKESHORE
- DAILY DESTINATION FOR STUDENTS
- UNIFIED CAMPUS SETTING
- ACADEMIC PROGRAM FOCUS
- SUSTAINABLE DESIGN
4. DESIGN PROCESS & SCHEDULE & BUDGET

**Diagram**: Shows the stages of the design process:
- Program
- Schematic Design
- Design Development
- Construction Documents
- Bidding & Negotiations
- Construction
- Owner Occupancy

Timeline:
- Program: February 15, 2015
- Schematic Design: September 15, 2015
- Design Development: July 15, 2016
- Construction: February 15, 2019

**Cost Summary**

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**Notes**: Further details are provided in the main body of the document.
**COST SUMMARY**

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**COST BREAKDOWN**

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**LEGAT ARCHITECTS**

10/9/2014
5. PROGRAM, SCOPE OF WORK

- One-stop Student Services
- Expand General Education offering
- Relocation Adult Education (Administration Only)
- Expand Science (New Chemistry Lab)
- Food Service
- Relocation Child Care and Police

5. BUILDING PROGRAM/ANALYSIS
5. BUILDING PROGRAM/ANALYSIS

MAJOR PROGRAM COMPONENTS

EXISTING FACILITIES
- Repurposing for New Classrooms
- Repurposing for New Faculty Offices
- Modernization of Restrooms and Public Spaces
- Unification of Existing Building Facades
- Purchase of City Parking Garage
5. Building Program/Analysis

Major Program Components

New Construction
- Science Labs, Prep and Storage
- Health Sciences Labs and Simulation
- Adult Basic Education, GED and ESL
- Learning Resource Center (Library)
- Children's Learning Center
- One-Stop Student Services Center
- Community Space
- Bookstore
- Food Service
- Partnership Space
- Administrative Offices
- High Performance Design

Major Program Components

Site Work
- Demolition of Madison Street properties
- Demolition of 31 N. Genesee property
- Improvement of 31 N. Genesee property
- Improvement of Madison Street Quad
- New Children's Learning Center Playground
- Improvement of Alleys
- Related Site Utilities
6. SITE ANALYSIS

EXISTING SITE CONDITIONS
Next Steps

- STAKEHOLDER’S WORKSHOPS
- DESIGN CONCEPTS
- PROGRAM BUDGET ALIGNMENTS
- FINAL RECOMMENDATIONS