December 8, 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 Executive Group Meeting

Summary of the Meeting held at 1:30 p.m. on Friday, December 5th, 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

Bruce Locke…………………………………………………………………………..…Capital Development Board
Greg Evans (via conference call)…………………………Lakeshore Campus, College of Lake County (CLC)
Gabe Wilcox …………………………………………Project Architect, Legat Architects (Legat)
Burcin Moehring……………………………..…….Project Manager / Director of Science & Technology (Legat)

ITEMS DISCUSSED

1. The purpose of the meeting was to:
   a. Review the CDB Checklist for the Schematic Design package.

2. The CDB checklist for SD and Legat’s draft table of contents for the Schematic Design submittal were reviewed (attached). Please refer to attached marked-up document regarding the revisions. Summary of the revisions are as follows:
   a. Section 1 – Space Program List will be revised.
   b. Section 2 – Parametric Cost Model will be updated as Cost Summary and PPCB Form will be included.
   c. Section 3 – Existing Conditions will be kept in the SD Book.
   d. Section 4 – Revised Applicable Codes and Standards will be included. It was noted that the City of Waukegan confirmed that ICB 2012 should be used for this project.
   e. Section 5 - Revised LEED Checklist will be included.
f. Section 6 – In lieu of “New Building Concept”, Concept for the New Building, Renovations and Site Developments will be the title.
g. It was confirmed that 3 design options are not required. Summary of the process and the concept development should be included to assist the reviewers how the CLC team decided on the selected design option.
h. Section 7 – title will be relabeled to reflect the nature of the project which consist of 6 buildings and site developments. Energy model reports will not be included.
i. Section 8 – Revised SD CDB checklist will be included.
j. Section 9 and 10 (Appendices A and B) will not be included in the SD submittal book per Bruce Locke’s suggestion.

3. Detailed SD Schedule/Work Plan and Phasing of the project as well as bidding process will be discussed with the Executive Group meeting at a later date. An Executive Group Meeting with CLC, CDB and Legat teams will be scheduled.

4. Next Steps: Legat team will revise the table of contents and will continue to work with the team to prepare the SD package to be submitted on February 15, 2014.

5. CDB would like to include additional information in the SD book to describe the current status of pending property negotiations between CLC and the City of Waukegan. The existing parking structure and the small lot directly to the north of the parking structure. Structural analysis of the existing parking structure and appraisals should also be included.

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
Draft Table of Contents for SD

CC
All Attendees
Legat Architects team
# Table of Contents

1 | Project Scope  
   - Project Scope Statement  
   - Process Diagram  
   - Space Program List

2 | Consensus Plan  
   - Department Bubble Diagrams  
   - Blocking & Stacking Diagrams  
   - Cost Summary  
   - Parametric Cost Model

3 | Existing Conditions  
   - Existing Site Conditions Narrative  
   - Lakeshore Campus History Diagram  
   - Existing Site Analysis Diagram  
   - Existing Site Conditions Topographic Survey  
   - Flood Plain Compliance Documentation  
   - Asbestos Abatement Report/Executive Summary  
   - Phase I Environmental Report/Executive Summary  
   - Soil Boring Report  
   - Existing Parking Conditions & Parking Analysis  
   - Existing Building Circulation Diagram  
   - Existing MEP Conditions Narrative

4 | Codes and Permits  
   - Applicable Codes and Standards

5 | LEED Certification  
   - LEED Checklist

6 | New Building Concept  
   - Narrative  
   - Floor Plan  
   - Elevations  
   - Sections  
   - Renderings  
   - Landscape/ Site Plan

7 | Building Data  
   - Architectural New Work Narrative  
   - Civil New Work Narrative & Sketches  
   - Structural Work Narrative and Sketches  
   - MEP & Fire Protection Work Narrative and Sketches  
   - Acoustical & Technology Work Narrative and Sketches  
   - Energy Model Report  
   - Masonry Wall Dew Point Calculation  
   - Estimated Construction Schedule and Phasing  
   - Preliminary Construction Estimate

8 | Schematic Design Analysis Checklist  
   - SD Checklist

9 | Appendix A  
   - Room Information Sheets

10 | Appendix B  
    - Program Space Layouts
TABLE OF CONTENTS

1 | PROJECT SCOPE
   - Project Scope Statement
   - Process Diagram
   - Space Program List

2 | CONSENSUS PLAN
   - Department Bubble Diagrams
   - Blockage & Stacking Diagrams
   - Cost Summary
   - Parametric Cost Model
   - 1/20th RBL
   - RBL - Detail Cost Estimate

3 | EXISTING CONDITIONS
   - Existing Site Conditions Narrative
   - Lakeshore Campus History Diagram
   - Existing Site Analysis Diagram
   - Existing Site Conditions Topographic Survey
   - Flood Plain Compliance Documentation
   - Asbestos Abatement Report/Executive Summary
   - Phase I Environmental Report/Executive Summary
   - Soil Borings Report
   - New Borings completed after

4 | CODES AND PERMITS
   - Applicable Codes and Standards

5 | LEED CERTIFICATION
   - LEED Checklist
   - Remediation
   - New Building Concept

6 | BUILDING DATA
   - Architectural New Work Narrative
   - Civil New Work Narrative & Sketches
   - Structural New Work Narrative and Sketches
   - M&E & Fire Protection Work Narrative and Sketches
   - Acoustical & Technology Work Narrative and Sketches
   - Energy Model Report
   - Masonry Wall Dew Point Calculations
   - Estimated Construction Schedule and Phasing
   - Preliminary Construction Estimate

8 | SCHEMATIC DESIGN ANALYSIS CHECKLIST
   - SD Checklist

9 | APPENDIX A
   - Room Information Sheets

10 | APPENDIX B

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Unnecessary.

Brief reference to develop etc.

Draft Checklist for review by Bruce.

LAKESHORE CAMPUS | SCHEMATIC DESIGN