



March 6, 2025

Scott Hartman, Deputy County Administrator
McHenry County
2200 North Seminary Avenue
Woodstock, Illinois 60098

Re: McHenry County
Proposal for Space Needs Analysis
Commission No. 9999

Dear Scott:

On behalf of Wold Architects and Engineers, we are pleased to present this proposal to McHenry County for a space needs analysis study.

Based on our recent discussions, we understand that there is a desire to study options for addressing programmatic space needs at the County's Government Center facility. Specifically, the State's Attorneys Office, Public Defenders Office, Circuit Courts and Courts Administration, and Sheriff's Administration areas need to be examined to understand their current and project space needs in response to continued staff growth. The Circuit Courts have requested additional courtrooms that cannot be accommodated in the building's current footprint. There is potential area east of the building for an addition.

In addition, the County is in the process of purchasing the building at 400 Russell Court. Currently, the building is leased and occupied by the Office of Specialty Courts. The acquisition of this building may provide opportunities for accommodating the County's space needs at the Government Center through reallocation and reorganization of current space utilization. An opportunity for expanding 400 Russell Court may also be explored.

The County has American Rescue Plan Act (ARPA) funding available that could be applied to projects recommended through the space needs analysis. ARPA funds must be expended by December 2026.

Wold proposes the following scope of services for assisting McHenry County to assess its space needs:

Task 1 – Organizational Meeting / Establish Planning Committee

Wold's initial meeting with the County's planning committee will establish project objectives and schedule expectations.

- 1.1 Organize participants' activities and task – County's Planning Committee and Wold
- 1.2 Determine mission statement, goals and objectives (basis for decision making)
- 1.3 Set forth planning strategy and formulize schedules (establishes outcomes)
- 1.4 Establish convenient meeting dates for duration of project

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**PLANNERS
ARCHITECTS
ENGINEERS**



Task 2 – Analyze Existing Facilities

Wold will establish the “facts” that are required to make informed decisions related to the current space utilization and adequacy of your existing facilities, while at the same time beginning to understand your current operational models.

- 2.1 Obtain all applicable existing building plans and related data
- 2.2 Develop existing square-footage program based on current facility utilization
- 2.3 Diagram existing space utilization

(Note: Wold’s proposed scope of services does not include existing conditions assessment. If these services are required, we can provide a proposal for adding this work to our scope.)

Task 3 – Analysis of Current and Future Requirements

The functional analysis is intended to develop the space needs program through interviews, dialog and analysis of existing information, while exploring functional groupings and adjacencies to enhance the mission for each department / stakeholder group.

- 3.1 Deploy programming survey to identified departments / stakeholder groups
- 3.2 Determine current space use and organizational / functional requirements through interviews with identified departments / stakeholder groups
- 3.3 Develop organization and functional adjacency diagrams
- 3.4 Utilize staff input, organizational and functional diagrams, and staffing projections to create an “ideal” space needs tabulation (square-footage program) *
- 3.5 Compare capacities of existing facilities to new “ideal” square-footage program to identify overages and deficiencies

(Note: Staffing and courtroom projections assumed to be provided by County. Wold’s proposed services do not include demographic analysis for the purposes of projecting staffing increases, nor does it include statistical analysis for the purposes of projecting case load and/or quantities of courtrooms. If these services are required, we can provide a proposal for adding this work to our scope.)*

Task 4 – Develop Options for Addressing Space Needs

Utilizing all of the information gathered in Tasks 1-3, Wold will develop conceptual plans for renovating and / or expanding the existing facilities to meet the long-term space needs of the County.

- 4.1 Apply “ideal” square-footage program to create a functional space program for the existing facility, summarizing all staff positions, space requirements, functional adjacencies, shared program elements, etc.
- 4.2 Develop conceptual floor plan diagrams illustrating proposed departmental organization and space allocation, including required building renovations and/or expansion required
- 4.3 Provide an itemized opinion of costs associated with the selected option

Task 5 – Gain Approvals

- 5.1 Develop agreement of planning committee on final options and recommendations
- 5.2 Present final space needs analysis and facilities improvement plans to County Board
- 5.3 Recommend future steps and planning processes



Wold's proposed fixed, lump sum fee of for the identified scope of services is \$32,500, plus actual reimbursables.

Reimbursable expenses will be invoiced as incurred, and without mark-up, for mileage, communications, CAD, and reprographics.

If Wold is retained to develop the projects identified through the space needs analysis, we are prepared to credit up to 50% of the proposed fee towards the calculated project design fees.

We are available to begin this work upon authorization to proceed, and as soon as April 2025. We anticipate the project can be completed in approximately three to four months.

We are excited for this opportunity to partner with the McHenry County and to continue our longstanding relationship. Please feel free to call me with any questions.

Sincerely,

Wold Architects and Engineers

A handwritten signature in black ink that reads "Matt Bickel". The signature is fluid and cursive, with the first and last names clearly legible.

Matt Bickel | AIA, CID, LEED AP
Partner

cc: Roger Schroepfer, Wold
Kirsta Ehmke, Wold
Brandon Petrie, Wold

KH/Admin/IL/Promo/COU_McHenry/crsp/2025.03.06 Letter to Scott Hartman