



Architecture
Interior Design
Landscape Architecture
Engineering

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PROPOSAL FOR ARCHITECTURAL SERVICES FOR

CODINGTON COUNTY, SD

Codington County Justice Facility Study

JANUARY 15, 2016





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Partner
612.373.9104
bschwartzman@bkvgroup.com

January 15, 2016

Mr. Lee Gabel, Commissioner
Codington County Courthouse
14 1st Ave. SE
Watertown, SD 57201

Dear Mr. Gabel and CCJA Committee:

On behalf of BKV Group and our team, we appreciate this opportunity to submit our proposal for architectural pre-design services for the Codington County justice facility space needs. BKV Group has completed over 125 studies and projects for County, City, and State courthouse and justice government facilities throughout the Midwest. With the team leadership of Bruce Schwartzman, AIA, our government planning team brings years of justice planning and design expertise to assist Codington County in achieving its goals. Our team brings extensive design experience in both new and remodeled justice projects.

Our approach to planning of your project is to work closely and collaboratively with the County to share our experiences and skills in judicial facility planning to produce a study that properly and thoroughly addresses all possible options and weighs pros and cons as well as possible cost. As we begin the planning effort, our first step will be to make sure we understand all goals, objectives, and expectations. We strongly believe that a collaborative team approach is the best way to develop design solutions that respond to our client's vision and long-range needs. We will work with the County, CCJAC, sheriff, courts and all stakeholders in developing concept options that are appropriate, efficient, safe and secure while assessing short and long term cost and operational needs.

Our Project Management Process ensures all items are identified, data is developed in a thorough manner; all pertinent issues are reviewed, and a consensus is reached on the appropriate direction to proceed. The end result is a total building that is functional, high quality, on budget, and on schedule. In addition to architecture, BKV has in-house services for interior design, engineering, landscape and construction administration, which help to facilitate an efficient, well-coordinated and comprehensive process. Bruce Schwartzman will lead the team. Bruce brings over 33 years of justice planning and design. His experience has involved planning and design justice projects throughout the country as well as in Hawaii. Our senior planner, DuWayne Jones, has completed numerous courts and correctional facilities and is a valuable member of our government and planning team.

To add to our team's strengths, we're including Professional Project Management (PPM) and Brinkman Companies Inc. who will provide cost estimating and correctional operational planning services, respectively. In some of our projects, we have collaborated with a local architectural firm where the client feels that the additional local representation would be an asset to the project process. If we are selected to move the project forward we would work with the County to assess that option and select a local partner to support the project objectives.

Bruce will be leading the process from start through completion and will be the main point of contact for the BKV team and the County. All of our team members will stay involved and engaged throughout the project duration. We are committed to Codington County and to providing the exceptional services in the planning of your justice facility.

We look forward to the opportunity to work with you on your new courthouse and jail project and are ready to begin work immediately.

Please feel free to contact me at 612.790.7605 for any additional information or assistance.

Sincerely,
BKV Group, Inc.

Bruce Schwartzman, AIA
Partner



Pennington County Justice Center

ENRICHING LIVES &
STRENGTHENING COMMUNITIES

BKV Group is an award-winning full-service architecture, engineering, interior design, landscape architecture and construction administration firm. Over the last 37 years, BKV Group has grown from a sole proprietorship into a diverse partnership with offices in Chicago, Minneapolis, and Washington DC, serving clients locally and nationwide. Collectively, we represent a practice whose expertise is team-focused and offers a client-centered approach to creating architectural solutions. Through our full-service structure, we offer our clients a single source for all aspects of design and construction administration services.

BKV Group is an established leader in courts, jails and other government facilities planning and design. BKV Group has completed over 125 projects for county, State, and municipal clients, including justice facilities and other government facilities across the Midwest. The team leadership of Bruce Schwartzman, AIA, brings extensive design experience in both new and remodeled courthouse and jail projects and the latest in jail and courtroom innovation.

BKV Group has added to our team Brinkman Companies Inc. to provide correctional operational planning services. Cost estimating services will be supported by Professional Project Management (PPM). We have a strong working relationship with PPM and have successfully completed many projects together as well as with Brinkman Companies. Brinkman Companies is a great addition to our team and will assist us and the County with a higher level of jail planning expertise.

FIRM CULTURE & PROCESS

Our firm's culture is based on a highly collaborative design model. We strive to cultivate client relationships where creativity can flourish, leading to architectural solutions that enhance and inspire our client's program. We engage our clients, value their objectives and develop innovative design solutions that make meaningful contributions to the built environment.

Year Established

1978

Ownership

Privately Owned

Firm Employees

129

Practice Areas

Government, Multifamily
Housing, Corporate/Hospitality

Locations

Minneapolis, Chicago,
Washington DC

Office

222 North Second Street
Suite 101
Minneapolis, MN 55401
Phone: 612.339.3752

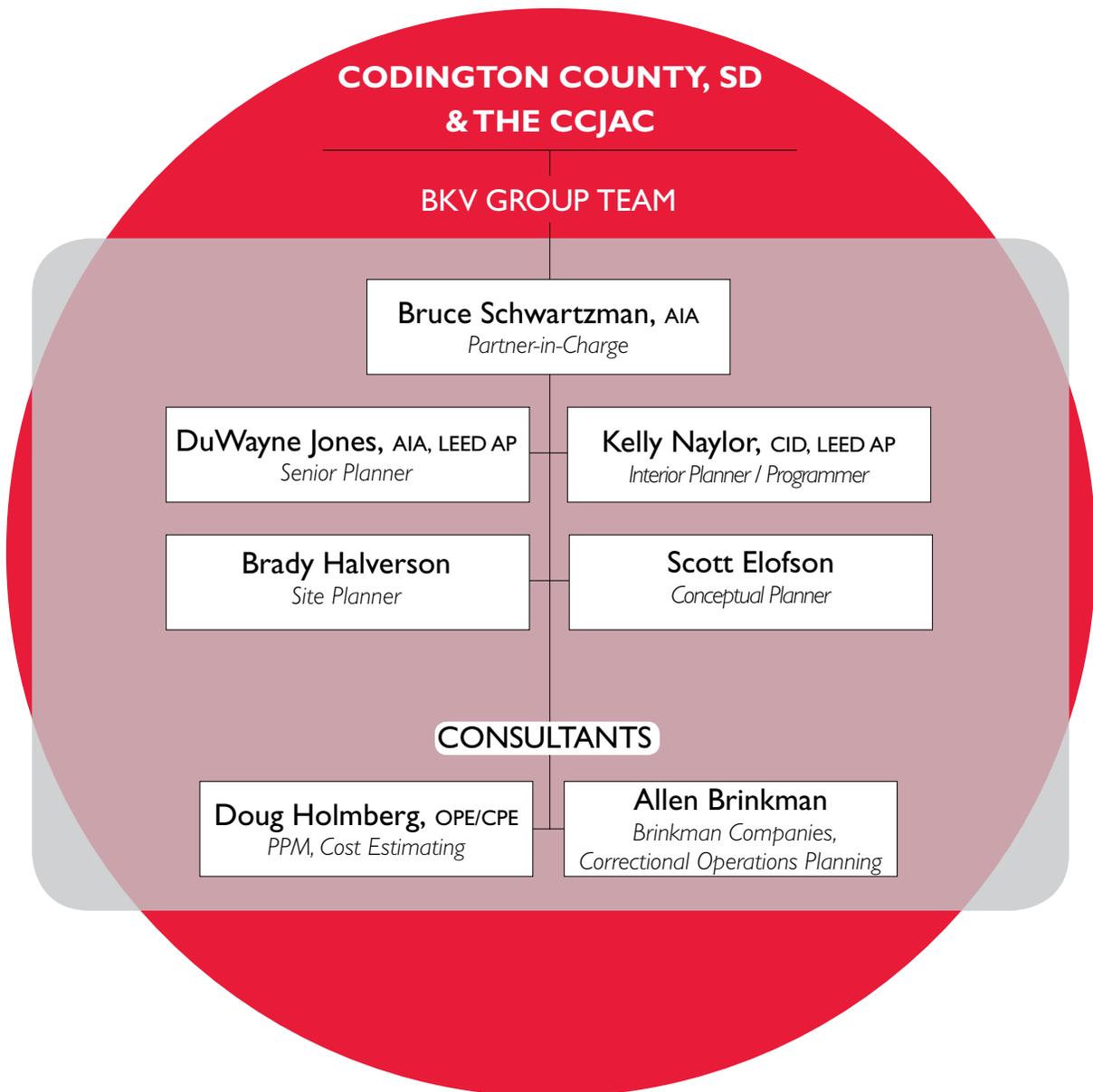
Contact

Bruce Schwartzman, AIA
Partner-in-Charge
612.373.9104
bschwartzman@bkggroup.com

Jack Boarman, AIA, CEO
Professional Architect
SD#4926

BKV Group team has a strong background in jail and courts planning and design. Our goal is to bring our most experienced team to partner with Codington County and all stakeholders to provide oversight, planning, design, support, and coordination to produce a courthouse design that confidently and successfully meets the County's needs. Each project team member and our entire team, as outlined below and in Section 4 - Firm Capacity, will all be made available as necessary to assure a successful project and schedule adherence.

Bruce Schwartzman will be the point of contact for the County and provide oversight and coordination to the planning team and the County.



From the very beginning the BKV team views our role with the County as being a partner to provide a thorough and comprehensive study that will assist the County with your current and long range planning. The foundation for the success of all of BKV's studies and projects is based on our experience, collaboration and consensus based communication that involves input and involvement from all stakeholders.

The BKV team will work closely with the County, CCJAC, the County Board, all departments and all stakeholders to review goals, criteria and expectations at the start to help assure that the County's objectives and schedule will be met. Throughout the process BKV will assist the County in preparing and presenting updates to the Council and community. Providing regular reviews and updates helps to make sure that all concerns, questions and options are heard and considered through the development of the study.

Phases of the Facility Assessment/Space Needs Study

We tailor each study to focus in on the needs and objectives of each client. Over our 38 year history we have refined our approach and task to be address client request and develop data that is comprehensive. The following are the steps that we anticipate to address the justice study requirements of Codington County as stated in the RFP.

PART A – Discovery

Successful programming and master planning efforts must begin with an understanding of the existing facilities and all previous studies and reports. The County has gone through great efforts in planning and assess the conditions and requirements of the judicial system. As listed in the RFP and available on the County's web site there are a number of reports and documents that we will use as a starting point to build on to. Our discovery phase simply put is making sure we are knowledgeable of all that information prior to the initial kickoff meeting.



PART B – Kickoff Meeting & Tours

The kickoff meeting would involve meeting with the CCJAC and any other stakeholders. This is a very interactive process where we:

- Summarize main aspects of previous reports.
- Review County goals, objectives and expectations for the pre-design phase.
- We tour all existing and proposed buildings and sites and documents information for the study.

PART C - Facility Space Programming & Confirmation

To fully understand and help develop long range planning needs, current and potential future operations for each department need to be explored. Historic and projected staffing needs will be reviewed as well as technology systems that include security, and their impact on operational efficiency. The County has a courts program that was prepared by NCSC but space programs have not been developed for sheriff space, jail or other county offices. We would start by developing programs for all areas and confirming the previously prepared programs. We revise the spaces proposed with the client team by comparing areas to similar facilities to help assure that areas planned are within line of all operations and expectations. We will prepared detailed programs for each area.

PART D – Facility Comparisons

Something unique to our process is the facilities comparisons. We provide an area summary and review of other county justice facilities. This comparison helps to better assess and understand the projected requirements of your proposed facility compared to other new justice facilities. This information provides the CCJAC, Board, staff and the community with a comparison based operational requirements and standards to help illustrate that the direction Codington County is heading is within regional and national standards and appropriate for the county.



PART E – Concept / Site Evaluation - Masterplan

The approved space programs provide an important sequence in the next step of concept planning. At this point we take program area information and start to test the possible site options. The test is the size of the site and or existing building and how the new spaces can best fit on that site. We have done exactly this in many justice studies and understand the complexities and opportunities. We are creative in exploring all possible options in developing concepts that push boundaries. Part of this exercise deals with site constraints, and all possible impacts that could create construction conflicts or cost impacts. We develop. For each option we develop graphic materials that illustrate the concept. We understand the importance of best utilization of existing facilities and budget constraints. This experience has made us successful in developing appropriate concepts that work.

The RFP references potentially 5 sites and some listed are:

- Option(s) that incorporate the current courthouse
- Option(s) for completely new construction on a new site
- At least one option must have the court facilities and jail connected
- Options may involve relocation of other county offices

We will address these and others as need to exhaust all possibilities.

With each option we will go through an evaluation process of pros and cons weighing how well each option satisfies the County's project objectives.

PART F – Operational Analysis & Project Cost Estimates

From the approved site evaluation options we will prepare operational and cost estimates. The operational analysis will identify projected utility, maintenance and staffing yearly cost. The project cost estimates will identify all potential hard and soft cost associated with each option to provide a full understanding of all possible project cost. All projects must balance needs with cost efficiency in their ultimate solution. The cost-to benefit analysis for the value of options is crucial in a government project.

PART G – Awareness & Information

BKV understands the past efforts of the County and the failed referendum. Part of our process is public engagement, during the study process the team actively participated in presenting information to the CCJAC, County Board as well as public town hall meetings. The town hall meetings gives the community the opportunity to hear and understand the whys of the project and their opportunity to have their questions answered. Our team has a history of working on government projects that require a detailed public engagement plan as part of the process. There are a number of ways to share the information with the public that we will explore with CCJAC.

The Next Step

- Schematic Design, Design Development, Bidding and Construction Administration

The RFP references our processes for these phases. Given the limited pages we have added this information as a supplemental attachment.

Section 4 — Firm Capacity

BKV Group has 29 full-time licensed architects, including one architect licensed in South Dakota. BKV Group has carefully selected professionals from this team who will bring continuity and thoroughness to the County's project. Our team is available to begin working with Codington County immediately. We will each be involved and available throughout the project from start to finish.

The team members who will be assigned to this project have the following workloads:

TEAM MEMBER	ROLE ON PROJECT	% OF TIME AVAILABLE
Bruce Schwartzman, AIA	Partner-in-Charge	30%
DuWayne Jones, AIA	Senior Planner	30%
Kelly Naylor, CID, LEED AP	Interior Planner / Programmer	20%
Scott Elofson	Conceptual Planner	25%
Brady Halverson, RLA	Site Planner	20%
Doug Homberg, OPE/CPE	Cost Estimator	30%
Allen Brinkman	Correctional Operations Planner	40%



Education

University of Arizona -
Architecture

Registration

Professional Architect
MN # 27026
AZ # 29201
MD # 8589

Professional Affiliations

American Institute of Architects
American Jail Association
American Correctional
Association
AIA Committee on Architecture
for Justice

Honors and Awards

2010 Academy of Architecture for
Justice (AAJ) Citation Award, Blue
Earth County Justice Center, MN

2000 US General Services
Administration Awards (GSA),
Lloyd D. George U.S. Courthouse,
Las Vegas, NV

1999 Academy of Architecture
for Justice (AAJ) Citation Award,
Regional Justice Center

1997 Academy of Architecture
for Justice (AAJ) Citation Award,
Henderson (Swadel) Justice
Center

1996 Academy of Architecture
for Justice, (AAJ) Citation Award -
Emergency Services Facility

1994 Academy of Architecture
for Justice (AAJ) Citation Award,
North East Philadelphia Prison

Publications

Arch Record, 03/1999 - Las Vegas
Federal Courthouse and Regional
Justice Ctr

Bruce Schwartzman, AIA

Partner-in-Charge

Bruce Schwartzman has over 35 years of governmental, correctional and judicial project experience, with a focus over the last 27 years on justice architecture. In that time Bruce has been involved with 32 courts studies and projects, totaling over 150 courtrooms as well as 44 jail and prison studies and projects. On his projects, Bruce is typically involved in the early processes of programming, space analysis and master planning, and has taken the majority of his projects from Schematic Design through owner occupancy. As a lead correctional designer / planner, Bruce understands the importance of proper planning, scheduling, cost control and, most of all, the importance of good client and team communication throughout the project. Over the years Bruce has fine-tuned a detailed project design approach that has resulted in well planned facilities that are within budget and on schedule.

Partial Project Experience

Pennington County Gov. Center Master Plan & Assessment Study, Thief River Falls, MN
Pennington County Space Needs Analysis & Facility Needs Planning, Thief River Falls, MN
Pennington County Study & Justice Center; New Facility, Thief River Falls, MN
Le Sueur County Courthouse and Jail, Master Plan, Addition & Renovation, Le Center, MN
Leech Lake Scott County Government Center & Justice Center Feasibility Study, Shakopee, MN
Wadena County Courthouse Concept Study & Remodel, Wadena, MN
Blue Earth County Justice Center and Jail, Mankato, MN*
Chisago County Law Enforcement Center & Jail, Center City, MN*
Clark County Detention Center, Las Vegas, NV*
Dane County Justice Center, Madison, WI*
Douglas County Jail, Alexandria, MN*
Douglas County Court Holding Remodeling, Alexandria, MN*
Eau Claire County, WI Courts and Jail Feasibility Study *
Henderson Justice Facility and Jail, Henderson, NV*
Houston County Justice Center and Jail, Caledonia, MN*
Kanabec County Jail, Mora, MN*
Mille Lacs County Jail Expansion & Remodeling*
Mille Lacs County Courts and Government Center Mater Plan, Milaca, MN*
Nye County Justice Facility, Tonopah, NV*
Pope County LEC, Jail / Courts Security Master Plan, Glenwood, MN*
Regional Justice Center, Las Vegas, NV*
Stevens County Government Center and Jail Planning and Remodeling, Morris, MN*
Wabasha County Government & Criminal Justice Study, Wabasha, MN*
Waseca County Jail and Courts Feasibility Analysis, Waseca, MN*
Maryland Correctional Institution – New Housing Unit Expansion, Jessup, MD*
Minimum Security Housing Unit Expansion at 5 PA Prisons, Muncy, Mercer, Fayette,
Somerset and Frackville, PA*
Roxbury Correctional Institution Kitchen Expansion, Hagerstown, MD*

* Project experience prior to joining BKV Group.

**Education**

Bachelor of Architecture,
University of Minnesota, 1992

Registration

Professional Architect
MN #42169

DuWayne Jones, AIA, LEED AP, GGP

Senior Planner

DuWayne Jones has over 22 years of experience with government facilities, including judicial centers, courthouses, and Native American facilities. As a senior project architect, his responsibilities include organizing, directing and executing work assignments, monitoring the budget, scope and schedule for multiple projects at a time. DuWayne has concentrated his professional practice on translating design vision into built reality through a comprehensive knowledge of construction technologies. He blends his experience in justice facility design and construction detailing to help the team in the development of a well-planned and well-built facility. His follow through and timely approach to addressing design and construction matters have made him a valuable resource to our clients and our team. DuWayne is committed to understanding each client's mission and unique project requirements, and helping to deliver timeless, durable buildings that enhance their operational goals.

Partial Project Experience

Pennington County Study & Justice Center, New Facility, Thief River Falls, MN

Wadena County Courthouse Concept Study & Remodel, Wadena, MN

Leech Lake Band of Ojibwe Justice Center, Cass Lake, MN

Le Sueur County Courthouse and Jail, Master Plan, Addition & Renovation, Le Center, MN

Roberts County Jail, Sisseton, S.D.*

Aitkin County Jail/LEC and Courthouse Expansion (80 beds), Aitkin, MN*

Blue Earth County Justice Center, Mankato, MN*

Brown County LEC/Jail (50 beds), New Ulm, MN*

Polk County Justice Center/NWRCC Jail (228 beds), Crookston, MN*

Traverse County Jail/LEC (10 beds), Wheaton, MN*

Wilkin County Jail/LEC (22 beds), Breckenridge, MN*

Hennepin County Adult Corrections Facility Administration Building, Plymouth, MN*

Roseau County Jail & Social Services Building, Roseau, MN*

Beltrami County Jail Remodeling, Bemidji, MN*

Mower County Justice Center, Austin, MN*

Redwood County Justice Center, Redwood Falls, MN*

Wabasha County Justice Center, Wabasha, MN*

* Project experience prior to joining BKV Group.

**Education**

University of Minnesota -
Bachelor of Science
Interior Design

Registration

NCIDQ Certification #016271
LEED Accredited Professional
Minnesota Certified Interior
Designer (CID)

Kelly Naylor, CID, LEED AP

Interior Planner / Programmer

Kelly has 18 years of project experience on a wide variety of projects including police, city hall, and county government facilities. Kelly's involvement will start during the program confirmation phase. She will assist in reviewing previous data and analyze it against current county space needs. Kelly brings a depth of understanding in spatial flow, size and operations of courts and government facilities. She works closely with the project team to identify durable, attractive material and finish options. Kelly will be involved with tasks including programming, space planning, material selection and specifications, as well as furniture review and option selection.

Partial Project Experience

Leech Lake Justice Center, Cass Lake, MN

Wadena County Courthouse Remodel, Wadena, MN

Pennington County Courthouse Assessment and Remodel, Thief River Falls, MN

Freebom County Government Center, Master Plan, Addition and Remodel, Albert Lea, MN

Todd County Courthouse, Needs Assessment, Remodel, and Addition, Long Prairie, MN

Bedford Justice Center, New Facility, Bedford, OH

Washington County, Interior Renovation, MN

Pennington County Government Facilities Master Plan, Pennington County, SD

MnSCU Joint Law Enforcement Training Center, Brooklyn Park, MN



Education

University of Minnesota,
Minneapolis, MN
Masters of Architecture
Outstanding Thesis
Award, Honorable Mention

Scott Elofson

Conceptual Planner

As a Project Designer, Scott Elofson brings a unique design perspective to each of his projects, seeking out innovative solutions for whole environments, including both large and small-scale urban design, buildings, interiors and graphics. Scott's experience includes the design of all aspects of a project, from conceptual architectural beginnings to the graphic design, branding and marketing collateral used in a project's promotion and fundraising efforts. He has a passion for all things design—a drive to find beautiful, thoughtful solutions that match his clients' vision and exceed their expectations.

Partial Project Experience

Leech Lake Justice Center, Cass Lake, MN
Wadena County Courthouse Remodel, Wadena, MN
Pennington County Government Center, System Upgrades, Thief River Falls, MN
Ramsey Fire Station No. 2, Ramsey, MN
The Custom House Mixed-Use Facility, St. Paul, MN
Minnetonka Center for the Arts, Orono, MN*
29th & Dupont Mixed-Use Development, Minneapolis, MN
West Publishing Building Adaptive Reuse, Renovation Phases I & II, St. Paul, MN
Highpoint Center for Printmaking, Minneapolis, MN*
The Portland, Brighton Development, Minneapolis, MN*
Northland Executive Office Center Renovation, Bloomington, MN*
Maryland Department of Transportation Travel Plaza Study, MD*

* Project experience while with another firm



Education

University of Minnesota, Twin
Cities, Master of Landscape
Architecture

University of Wisconsin,
Madison, Bachelor of Arts,
Journalism

Registration

Landscape Architect:
MN #41727
MO #2013009033
IL #157.001497

Brady Halverson, RLA

Site Planner

Brady's work includes a broad range of project types including site design, master planning, corridor and transit-oriented development studies, comprehensive and redevelopment planning and process facilitation and new town planning for both public and private clients. A common thread in all of Brady's work is an emphasis on sustainability and creation of meaningful places that offer unique design solutions specific to each client's needs.

Partial Project Experience

Pennington County Study & Justice Center; New Facility, Thief River Falls, MN
Leech Lake Justice Center, Cass Lake, MN
Albert Lea Municipal Facilities Master Plan, Albert Lea, MN
Couquet Municipal Facilities Master Plan, Cloquet, MN
Rochester Fire Station No. 2, Rochester, MN
Ramsey Fire Station No. 2, Ramsey, MN
Shepard Road/Davern Street Master Plan, St. Paul, MN
Shepard Road/Davern Street Master Plan, St. Paul, MN
Burns Harbor Sustainable Business Park Master Plan, Burns Harbor, IN *
Lake Drive/Lexington Avenue Area Urban Master Plan - Circle Pines, MN *
Village of Brooklyn Park Master Plan - Brooklyn Park, MN *
Gateway District Master Plan - Detroit Lakes, MN *
Phalen Village Neighborhood Redevelopment Master Plan - St. Paul, MN*
Town Center Concept Master Plan - Ramsey, MN*
Crossings Area Redevelopment Master Plan - Ramsey, MN *
Future Growth Area Master Plan - Moorhead, MN *
Gladstone Neighborhood Downtown and Parks Master Planning - Maplewood, MN*
Bayfront District & Marina Master Plan - Duluth, MN*

* Project experience while with another firm



Education
 University of Wisconsin,
 Platteville Double
 Option Degree:
 Construction Engineering
 and Environmental
 Engineering
 University of St. Thomas
 MBA

Registration
 Professional Construction
 Cost Estimator

Douglas L. Holmberg, OPE/CPE

Cost Estimator

Doug is a Registered Professional Construction Cost Estimator, one of only a few in the state of Minnesota with this designation. He is also past President of the American Society of Professional Estimators, MN chapter. Doug's services range from preliminary budgeting and planning to serving as an Owners Authorized Construction Manager to oversee and coordinate an entire project from conceptual design through construction.

Partial Project Experience

- Rosebud Sioux Tribe Correctional Facility, Mission, SD
- Yankton Sioux Tribe Detention Center, Wagner, SD
- Leech Lake Justice Center, Cass Lake, MN
- Bayfield County Courtroom Remodeling, Washburn, WI
- Beltrami County Jail Renovation Pre-Design, Bemidji, MN
- Dakota County Judicial Center Remodel, Hastings, MN
- Dakota County Law Enforcement Center 8100 Block Renovation, Minneapolis, MN
- Hennepin County JDC Medical Unit Build-Out & Renovation, Minneapolis, MN
- Mower County Justice Center, Austin, MN
- Olmsted County Detention Center, Rochester, MN
- Redwood County Justice Center, Redwood Falls, MN
- Skagit County Community Justice Center, Skagit County, MN
- Steele County Detention Center, Owatonna, MN
- Wabasha County Justice Center, Minneapolis, MN

Brinkman
 Companies Inc.



Education
 St. Cloud State University
 Business Management

Allen Brinkman

Correctional Operations Planner

Allen began his career in corrections in 1990 as a correctional officer where he inspected all Adult, Juvenile and Municipal facilities licensed by the Minnesota Department of Corrections and participate in Security Audits of the state and private prisons. He was responsible for the review and approval of construction and remodel projects. He specializes in operational assessments, planning, staffing analysis and facility design. Allen continues his work as a consultant for Correctional and Behavioral Health Facilities. It is Allen's philosophy to educate the owner on all aspects of facility design, construction and operation.

Partial Project Experience

Planning/Pre-Design/Programming Consultant:

- Roberts County Jail, Roberts County, SD
- Ottertail County Jail (180 beds), Ottertail County, MN
- Jail/criminal justice complex, Buffalo County, NE
- Jail/law enforcement facility, Traverse County, MN
- Renville County Jail, Renville County, MN
- Kanabec County Jail, Kanabec County, MN
- Faribault County Jail, Faribault County, MN
- Martin County Jail, Martin County MN

Projects reviewed as Senior Inspector at the MN Department of Corrections:

- | | | |
|------------------------|----------------------|-----------------------------|
| Aitkin County Jail | Goodhue County Jail | Ramsey County Jail |
| Becker County Jail | Hennepin County Jail | Rice County Jail |
| Blue Earth County Jail | Hubbard County Jail | St. Louis County Jail |
| Carlton County Jail | Isanti County Jail | Scott County Jail |
| Clay County Jail | Itasca County Jail | Sherburne County Jail |
| Clearwater County Jail | Nobles County Jail | Stelle County Jail |
| Cook County Jail | Olmstead County Jail | Todd County Jail |
| Crow Wing County Jail | Pine County Jail | Wadena County Jail |
| Dakota County Jail | Polk County Jail | Yellow Medicine County Jail |

We at BKV pride ourselves on a higher than typical level of internal reviews. The outcome of this has been well developed and detailed documents that produce:

- Minimal conflicts during bidding & close bid results
- Minimizes issues and questions during construction
- Minimizes discrepancy and change orders during construction

The accuracy and integration of disciplines is maintained through a multi-level review process throughout the project by the professional A/E team, and with key independent check-set review by our team's qualified Construction Administration staff, as well as using cutting edge building information technology to check for compliance and discipline integration via a clash detection report. BKV Group is a full service firm with internal structural, mechanical and electrical engineering, interior design and landscape. Being all under one roof promotes a close collaboration which assists in the coordination and quality control process.

First Level Quality Control: Since 1978, we have developed and continue to evolve a system of project checklists specific to each phase of project development. These lists have been developed by both success and failures and are organized based upon stage of development of the project with clearly identified task team member responsibility and cross coordination. Checklists are dispersed team wide, and joined weekly for consolidated assessment of completed and outstanding tasks. As new items are identified throughout the project, those items are added and a project specific checklist is instated. After the checklist review is complete we perform an integrated BIM model clash detection report which displays areas of conflict so that we can visually see this issue as well as create a narrative report. This assures our team that we are integrating our disciplines and the architectural and engineering disciplines are coordinated.

Second Level Quality Control: This occurs through weekly full team meetings. These meetings utilize the checklists of outstanding items as an agenda for weekly tasks and interdisciplinary coordination. One-two times a month, the senior professional in each discipline collects the documents and checklist to perform intermittent cross-checking of document development. Identified components requiring collaboration or development and resolution occur within these full-discipline weekly meetings. Bi-weekly single-discipline review of our items, and collaboration within the office environment



also occurs. We are proud that our architects and engineers sit immediately adjacent to each other and believe that this daily interaction has led, in a significant way, to our level of quality control.

Third Level Quality Control: Occurs with phase-specific independent checks prepared at midpoint and prior to the conclusion of the working drawings. These checks are performed by a key member of the organization with deep experience in construction and constructibility. Review will be made for both quality control and for preparation of the construction administration phase. The project review will include maintenance of technical quality, "constructability," and "bid-ability" of documents as they are developed at each design phase. With professional design disciplines in-house, our in-house technical review assures our team produces a comprehensive and coordinated final building set.

In addition we have senior full-time architectural staff whose primary responsibility is to review the drawings and specifications at each phase of project development. This helps to assure constructibility and cross coordination. On some projects we have worked as a team with construction managers during the design phases. This adds another level of cross check and coordination that helps in the production of quality documents.

Construction Administration: During this phase the best approach to assist in a smooth and well-constructed project is prompt involvement with the contractor. This goes beyond the standard bi-monthly meetings; at BKV Group we have a team of experienced construction administrators. They work closely with the design team and the contractor to address issues as they arise in an efficient and collaborative manner.

Section 6 — Litigation History

BKV Group has not had any litigation with any of our past county clients during the last five years, including binding arbitration, nor are we party to any pending litigation or binding arbitration. In addition, BKV Group has not had a contract for services terminated for any reason in our 37-year history.

The following list displays the claims on BKV Group's insurance over the last five years:

CLAIMANT	NATURE OF THE CLAIM	FINAL DISPOSITION
Loop Calhoun Condo Project	Prime Subcontractors installation deficiencies with ext. moisture barrier and flashings	Mediation Settlement paid to the Claimant
Greenleaf Lofts Condo Project	Subcontractor installation flashings deficiencies	Mediation Settlement paid to the Claimant
Western Row Condo Project	General Contractor issue with mortar in brick cavity blocking drainage	Mediation Settlement paid to the Claimant
Lake and Knox Apartments	Civil Engineering Drainage Issue - not under our agreement	Mediation Settlement paid to the Claimant

Client#: 169 BOARKROI

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/12/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

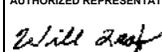
PRODUCER MN-A/E COBB STRECKER DUNPHY & ZIMMERMANN 150 S FIFTH STREET STE 2800 MINNEAPOLIS, MN 55402	CONTACT NAME: PHONE (A/C, No, Ext): 612 349-2400 FAX (A/C, No): 612 349 2490 E-MAIL ADDRESS: _____ _____														
INSURED Boarman Kroos Vogel Group Inc 222 N Second St Minneapolis, MN 55401-1492	<table border="1" style="width: 100%;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : RLI INSURANCE COMPANY</td> <td style="text-align: center;">13056</td> </tr> <tr> <td>INSURER B : CONTINENTAL CASUALTY COMPANY</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : RLI INSURANCE COMPANY	13056	INSURER B : CONTINENTAL CASUALTY COMPANY		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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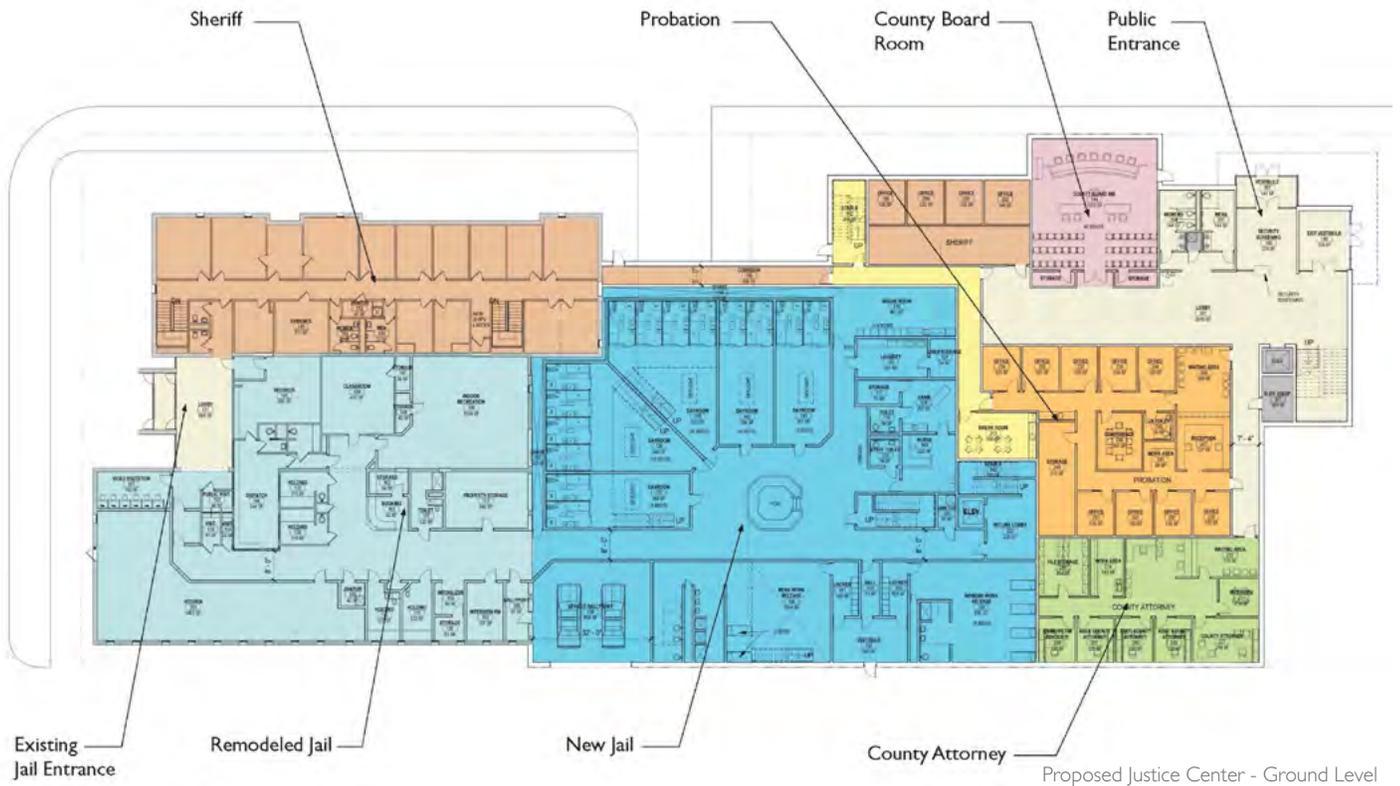
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBR	INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CONTRACTUAL LIAB PER <input checked="" type="checkbox"/> POLICY FORM XCU GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJ <input checked="" type="checkbox"/> LOC OTHER: _____			PSB0003263	06/30/2015	06/30/2016	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PSA0001507	06/30/2015	06/30/2016	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0			PSE0003045	06/30/2015	06/30/2016	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	PSW0002021	06/30/2015	06/30/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
B	ARCHITECTS & ENGR PROFESSIONAL LIAB CLAIMS MADE			AEH288353726	06/30/2015	06/30/2016	EACH CLAIM: \$2,000,000 ANNUAL AGG: \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Architectural Services for Codington County, South Dakota, Location: Codington County, SD

CERTIFICATE HOLDER Codington County Lee Gabel, Commissioner 14 1st Ave. SE Waterown, SD 57201	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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PENNINGTON COUNTY STUDY AND JUSTICE CENTER

THIEF RIVER FALLS, MINNESOTA

Bruce Schwartzman has been working with Pennington County for over 9 years. Over that time he has developed a relationship of trust and confidence in the professional services he has provided. In the last 5 years BKV has completed a number of facility studies and remodeling projects for the County. BKV is now working with the County on a new justice center. Like many older courthouses its lacking in security, operational space and zone separation of public, staff and inmates. The jail was built in 1974 and is a linear design which creates increased supervision requirements. To move inmates to court requires taking inmates out of the jail across a main street and in to the court in public hallways. This unsecured movement puts staff and inmates at risk and creates a possible liability for the county. Based on these items and jail noncompliance issues the County Board decided to proceed with a new justice center. The plan builds on expansion and remodeling of the existing jail to best utilize existing building area. The balance of the building will provide space for probation, county attorney and district courts.

Building size:

67,628 SF

Courtroom number:

2

Jail beds number:

94

Project cost:

Estimated at \$16M

Date of vote:

September 8, 2015

Outcome of vote:

5 to 0

Owner reference:

Commissioner Darryl Tveitbakk

108 Parkview Street East

Thief River Falls, MN 56701

Email: det@mncable.net

Phone: 218-681-6473

**Building size:**

132,000 SF

Courtroom number:

2

Jail beds number:

144

Project cost:

\$19.8 Million

Owner reference:

411 S. Broadway
 Albert Lea, MN 56007
 Glen Mathiason
 2011 Board Vice-Chair
 507.383.8274
 glenmath@frontiernet.net

FREEBORN COUNTY GOVERNMENT CENTER ADDITION AND RENOVATION

ALBERT LEA, MINNESOTA

The 112,000 square foot Freeborn County Government Center provides new county courts, administrative office, law enforcement center and a jail onto a compact downtown site around the original 1888 courthouse. BKV's courtroom design provides enhance security and function for the County, and is an aesthetically pleasing backdrop for the historic landmark.

Design Challenges and Resolutions: The design challenges were multiple with phasing on the same site for existing and new, a historic county courthouse to be restored and reused and a conservative community that viewed itself as built out and not growing.

Community Attitude: As we prepared the space needs and 25 site master plan we conducted various open meeting visioning sessions with the community to review the existing conditions that were inefficient with unsecure conditions in the existing facility for county offices, courts, sheriff and jail. We did a master plan that presented new space saving and productive design concepts that would utilize their staff better and reduce new hires and turnover. For the sheriff we illustrated what a modern law enforcement facility needs to be to properly support the needed services and inmate requirements. For the courts we provided flexibility with several courtrooms sized for the procedures and occupancy for better and faster proceedings. As a result the county leaders illustrated added value and detention security demands to the community to justify the facility.

**Building size:**

112,085 SF

Courtroom number:

2

Jail beds number:

128

Project cost:

\$23.5 Million

Owner reference:

Pine County Government Center

John Stieben, former County Coordinator

c/o Element St. Paul

662 Cromwell Ave

St. Paul, MN, 55114

651.659.7233

Rick Boland, Jail Administrator

Pine County Government Center

635 Northridge Drive NW, Suite 130

Pine City, MN 55063

Phone: 320.629.8380

PINE COUNTY JUSTICE CENTER

PINE CITY, MINNESOTA

BKV Group assisted Pine County in the implementation of a new 112,085 sf government center, including complete architectural, interior design, and electrical, structural and mechanical systems design from pre-design/master planning phase through construction. The facility consists of a new district courts including three new court suites, county administration, social services, county attorney, court services, a 140-bed direct supervision and flexible custody podular jail.

The design ensures safety and security by providing access/exiting options and vehicular restrictions maintaining a high degree of security while providing the ability to serve the public that is essential to government facility operations. The open ended design allows for expansion options at both ends of the building.

The three story building consists of main level offices for the county coordinator and human resources, court services, county recorder, auditor, assessor, treasurer, Social Services, Women and Children's program (WIC) and the county board room, and an upper level with three courtrooms plus judges, courts administration and county attorney offices.

**Building size:**

40,122 SF

Courtroom number:

2

Project cost:

\$2.75 Million

Owner reference:

Jim McMillen

Head of Building Maintenance

88 South Park Avenue

Le Center, MN 56057

Phone: 507-357-2251

LE SUEUR COUNTY COURTHOUSE MASTER PLAN, ADDITION & HISTORIC RENOVATION

LE CENTER, MINNESOTA

The master plan design of the historic 1896 Courthouse, dramatically positioned in the middle of Le Center's park plaza, includes two phases of addition and renovation. The first phase courts addition is mirrored by the second phase potential, both emphasizing the importance of the original building.

The master plan provides long-range space needs evolving into a 68,000 sf four-courtroom facility at completion. The design direction for this project was totally contextual with the new building reflecting the details and materials of the original building such the final appearance is of one building.

A new ADA entry situated near the public parking area connects the historic main entrance with the lobby and all three levels. The entrance joins the public lobby, the county offices for Assessor, Recorder, treasurer and auditor plus the commissioners meeting room. The lower level includes the staff break rooms, human services offices and service spaces. Offices for public health and nursing are located in the remodeled third floor attic.

**Building size:**

20,000 SF Courts
Total 120,000 GSF

Courtroom number:

4

Jail beds number:

28

Project cost:

\$16 Million

Owner reference:

Richard Bowen
13000 Shaker Blvd.
Cleveland, OH 44120
Phone: 651.659.7233

BEDFORD MUNICIPAL COMPLEX

BEDFORD, OHIO

The Bedford Municipal Complex consists of three main components: a 47,000 sf justice center, a 15,000 sf city hall and an 18,000 sf fire department. The site design includes an entry courtyard and walkways along a creek. Linear enclosed loggia and lobbies connect the public facilities and service counters while providing views to the entry courtyard and wetland area.

The design concept reflects the architectural tradition of the City of Bedford. To reduce the perceived mass of the buildings, while maximizing the design's economy, the major public spaces receive a higher level of material detail and sloped roofs and are connected by a secondary building fabric of flat roofs. The material palette is restrained, with an understated civic presence and consists of two brick pattern coursing, standing seam metal roof, architectural precast concrete and individual glass window placements in the brick masses.

The City Hall includes administration offices and the council meeting room. The Fire Department includes a five bay apparatus area, sleeping quarters at the upper level and administration offices at the entry level.

BKV Group performed complete architectural design in association with Richard L. Bowen & Associates as architect of record.

We know that there are a number of factors that would make the BKV team an excellent partner to assist Codington County with the justice study and project. The following highlight some of our major attributes.

Project Experience

The team and the firm have been involved with over 125 County, State, Federal and City projects and studies. Courts and correctional planning has been a career long focus for Bruce and DuWayne. This experience is a valuable asset in planning and designing projects with specific requirements associated with justice facilities.

Senior Leadership

Part of the success of our projects is that we utilize our senior and most knowledgeable staff in these types of specific projects. Their understanding of the issues associated with these types of projects helps to assure the County that the concepts and data developed are based on solid experience. We also promote continuity, the same team members will be involved with the County from beginning to end. This helps to assure that there is a continuity of communication, information and follow through.

Full Service Firm

By being an in-house full service firm we can provide architectural, interior design, landscape, structural, mechanical and electrical services. This helps to achieve project coordination in an efficient, timely and well-coordinated fashion. The end result being better documents and a smoother construction coordination process.

Design Quality

We don't believe design is about creating extravagant buildings; it is about creating a building that best represents our client's vision and values. At BKV we pride ourselves on creating lasting designs that are durable, functional and are symbols of the communities

they serve. BKV has won a number of awards on our government projects. This is not a goal of ours but rather a result of higher than average creativity and service. We have done this while maintaining project budgets and schedule.

Sustainable Design + Energy Efficiency

Many of the professionals in our firm are LEED accredited. Our engineers and architects are experienced in evaluating current energy cost and in developing energy models that demonstrate cost savings in proposed systems. Create energy efficient buildings and utilizing energy savings approaches such as natural day lighting, thermally enhanced shells has been a long standing commitment of our firm before it was a fashionable approach.

Quality Control Process

Our multiple layers of internal review and coordination has assisted our team in producing comprehensive and thorough documents. These additional steps of quality assurance have helped us produce projects with minimal change orders.

On Schedule and On Budget

There are a variety of factors that help us achieve these objectives, our experience, our senior leadership, the depth and volume of our support staff and our detailed processes of document development. Utilizing these strengths has produced projects where our change order percentages has been 1/2 of 1%, which we view as a demonstrating the accuracy and success of our process.

Commitment

Most importantly we are committed to working closely with Codington County and all stakeholders in a collaborative manner sharing our experience and knowledge to develop a project that will meet the County's goals and expectations.



Section 10 — Availability

We have created a high-performance team, using each team member's unique perspective and focus. The key personnel and the entire support team will be committed and involved in all aspects for the duration of the project. Each project team member will be able to dedicate their time to the County within the guidelines of the project schedule finalized by the County and BKV Group. We are available to begin work immediately following award of the project.

The BKV Group team's compensation goals are to establish fees that fairly compensate us for the required services to achieve our client's project goals while assuring that both our client and firm feel they are treated fairly for the services provided. To meet this goal, we strive to establish a well-defined project understanding and scope of services to be provided so that an appropriate fee structure can be determined. This is detailed in our project work plan.

Producing a quality study that properly addresses the current and long-term requirements for the County, as stated in the request for proposals requires an experienced team doing this type work. Our experienced team approach defines how we will work with the County and all departments in a collaborative approach to create a comprehensive study.

TASK	TEAM				
	BRUCE	DUWAYNE	KELLY	SUPPORT	PPM
Discovery -Review Existing Data	6	6	8	4	2
Kick Off Meeting & Tours	5	5	5	5	
Space Programming	8	16	16	8	
Client Review Meeting	4	4	4	4	
Program Refinements & Site Evaluation	6	10	8	20	
Facility Comparison Data	2	4	2	6	
Client Review Meeting	4	4		4	2
Refine Site Concepts	2	4	2	12	
Operational Analysis	4	4		6	
Project Cost Estimates	6	4			16
Client Review Meeting	3	3		3	
Public Presentation	3	3	3		
Issue Draft Report	3	4	2	6	
Client Review Meeting	3	3			
Finalize Study	2	4	4	6	2
Total Estimated Hours	61	78	54	84	22
Hourly Rates for Studies	\$90	\$75	\$60	\$40	\$85
Total Proposed Fees	\$5,490	\$5,850	\$3,240	\$3,360	\$1,870

Based on task involved and estimated hours the proposed fee is \$19,810. As an additional option to the study we are we are proposing having Al Brinkman assist in jail planning and operations. His fee for his services would be \$2,500. BKV has the experience to provide the required analysis. We propose using AI as an option for an increased support in these areas.

In addition to the base fee will be industry standard cost for reimbursable expenses such as internal and city provided printing, travel and shipping. We will not be charging for travel time to the County. Per the information above we are anticipating a minimum of 6 client meetings. For a study like this, we would anticipate a maximum of \$1,500.

We are anticipating that the study will take 5 to 6 months to complete.

The fee analysis is based on our current understanding of the scope of work as stated in the information in the RFP. In preparing our proposed fees for studies we include the time, task and senior experienced staff needed to provide a thorough and well-executed study. We realize that not all firms utilize the same level of detailed approach or senior staff; therefore, proposed fees might vary greatly from one to the other. To that end, our objective is to find a balance that best supports the County's fiscal objective while providing the best services possible. We welcome the opportunity to meet with the County and review your goals for the study and our proposed approach to possibly better align the fee with the County's budget goal.



SCHEMATIC DESIGN THROUGH CONSTRUCTION ADMINISTRATION AND POST CONSTRUCTION

The foundation for the success of this project will be our collaborative and consensus-based planning process, which will produce a defined schedule and work plan using input from all stakeholders. The BKV team will work closely with the County to review the proposed schedule and work plan at the start of the project, to assure the County that critical milestones are met within the project time frame. Additionally, this effort will confirm all goals and objectives that are to be understood and met within the project schedule.

Our core experienced senior team members will be involved in the project throughout all phases of the project. This will assure continuity and accountability of the proposed project direction. This approach helps to maintain the project schedule and stay on budget. Partner-in-Charge Bruce Schwartzman brings an understanding of courthouse design, as well as his experience and commitment in managing projects to meet the County's expectations. Our team has dealt with many large and complex projects involving phased construction, relocation and remodeling, and understands requirements needed to achieve a successful project.

A. PROJECT SCHEDULE

At the beginning of the project we will work with the County and the Building Committee to confirm a project schedule which incorporates all required dates such as team meetings, County Board presentations, user group review periods, etc. Key aspects of our schedules are as follows:

- The critical path milestones are identified
- Delivery time frames are defined for tasks
- Adequate review periods for the County are provided
- Team consultant activities are coordinated
- Updates are provided
- County Board presentation dates are identified

B. COMMUNICATIONS

Bruce Schwartzman will lead the entire project on a day-to-day basis. Bruce is a very thorough and organized manager; and skilled at project communication. Bruce will be your primary point of contact, and the team's contact with you. Additional communications tools include:

- The design team will meet on a regular basis with the County during the SD, DD and CD phases to review and resolve project concerns
- Meeting minutes and schedule updates will be provided
- Provide a "look ahead" issues list for critical dialogue
- Provide timely information in a concise format for County review and decision
- Presentation materials and meetings with all stakeholders

From project kick-off, on through to completion of construction, we utilize prepared agendas to keep things organized and moving forward. We use meeting minutes to document the process and the decisions made. In addition, our team leadership is always accessible to our clients. We recognize that continuous communication between all parties is paramount to a successful project.

C. COORDINATION

The BKV team is responsible for the coordination of design activities, team members, and schedule for the project. The team leaders are experienced in judicial and government projects involving phased construction, and relocation/continuous operation of existing facilities. All meetings will be documented and minutes issued prior to the next meeting.



D. PROJECT WORK PLAN: BKV PROJECT MANAGEMENT PLAN (PMP)

For all of our projects, we develop a Project Management Plan (PMP) based on the specific tasks, individuals, and hourly assessment of time. The PMP forms the framework of our process, is a tool for assessment of tasks and time remaining for completion, and is the implementation plan for the development of the project. To prepare an organized PMP, key aspects of the work effort will be identified. This will include the following:

- Team kickoff and workshop to review and finalize A/E work plan and schedule
- All critical path aspects will be reviewed and located in the PMP
- Member roles, responsibilities and deliverables will be reviewed
- Budget costs and cost review methods and steps will be defined and included
- Completion date checkpoints and percentage of completion will be defined

E. EXECUTION

I. Project Kick-off

At the initiation of project the BKV Team will lead a kick-off meeting with the County and all stakeholders in which the project team will review the anticipated work scope and verify project goals and expectations. This will involve an overview and discussion of the history of previous data and program review for confirmation. This meeting will be focused on ensuring a complete understanding of all of the County's expected outcomes, individual team members' responsibilities, project schedule, milestone dates, and budget.

2. Sustainable Design Review

Our approach to sustainable design varies with our client's objectives. In general our practice has evolved to incorporate energy efficient strategies to assist our clients in minimizing utility cost with appropriate and practical methods. Past experience has shown that specific goals and objectives need to be identified early in a project for sustainable design in order to maximize the final results. This task will be included understanding the County's long range vision for sustainability and energy efficiency. We will then incorporate any requirements into the project design.

F. SCHEMATIC DESIGN PHASE

From the initial program and site confirmation we will begin the Schematic Design process. This phase will involve the development of the following aspects of the project:

I. User Meetings and Coordination

At the beginning of the planning process and through each phase of design and document development, we will meet and work with the County, and all stakeholders on a regular basis. We believe that a well-developed project, which satisfies the goals and objectives of our clients comes from open communication and a hands on collaborative process.

2. Site and Floor Plan Development

Once the final direction for the new courthouse is confirmed we will start to develop floor plan options for review. We will review any changes to the site. The concept plans will start to show the sizes and relationships for each of the spaces with proposed furniture layouts. Plans will identify all spaces, their sizes, and adjacent relationships. Accessibility and compliance with State and local code requirements will be reviewed and confirmed.

3. Building Elevations

In conjunction with the development of the plans we will develop exterior elevations showing any elevations of the proposed additions, along with computer generated 3D images, massing, and relationships to existing buildings. These virtual tools help to communicate the physical impact that the project has on the site.



4. Engineering Review

Concurrent with concept plans being prepared, our engineers will be developing plans that indicate proposed systems based on the new configurations. We will be reviewing them to coordinate requirements with our structural, electrical and mechanical engineers and the architectural design concepts.

5. Preliminary Code Review

At this point we will complete an initial code review to verify the proposed changes meet State Code standards, and local and federal codes and legislation, particularly compliance with Americans with Disability Act. Near completion of schematic design, we will meet with local authorities and assure compliance with their review.

6. Cost Estimating Coordination and Quality Control

Throughout this phase, the team will be proving a variety of internal quality control reviews. At key points in the schedule, we will provide quality control and cost estimating packages to the County for review of content, refinements as needed and for developing cost estimates. As defined, we will modify and refine the design based upon receipt of County's input.

Following the development of the schematic design documents, the BKV Group team will assist in the cost estimating as needed in the development of overall project budget estimates. Capital (construction) costs and project soft costs (permits, fees, furnishing strategies, etc) will be evaluated to identify comparative values and full project costs for the proposed project scope.

7. Schematic Design Deliverables

The BKV team will provide extensive documentation of the design process, the options, and the decision-making process used to arrive at the completion of the schematic design phase. The design definition, understanding, budget reviews, and County approvals at this phase are critical milestones in maintaining the schedule. In order to best illustrate the design in the review process we will provide the following:

- Overall site plan with concept Landscaping
- At least two exterior 3D views of the proposed design
- Two color concepts (include paints, fabrics, carpeting) of interior spaces
- Interior views of major public spaces
- Furniture plan indicating proposal of layout of spaces
- Reflected ceiling plan
- Floor finish diagram
- Floor Plans
- Preliminary code analysis
- Engineering concept drawings
- Systems concepts for court technology, security and EOC systems
- Updated schedule
- Presentation materials to the County Board

G. DESIGN DEVELOPMENT PHASE

The design development documents will be prepared from the approved schematic design documents and form the basis for the construction documents. All comments from the schematic documents will be reviewed and incorporated at the start of the design development phase. The engineering disciplines (civil, structural, mechanical, and electrical), are brought fully into the process to define the systems and components of the project. The design development documents include a site plan, floor plans, roof plan, interior and exterior elevations, sections and schedules pertaining to the architectural, civil, structural, mechanical, electrical, and security electronic systems. BKV Group will conduct a complete code review at this phase that will include accessibility, fire and life safety, and OSHA requirements,



The design development phase will be focused on finalizing project space characteristics and building materials and systems selections. Documents and support will again be provided and reviewed throughout and at the end of this phase. Potential design alternates will identified as a means of controlling costs if needed.

Meetings/workshops will be held with the building committee and County to review a variety of material and systems options to set the building direction. Some of the topics reviewed through the workshops are identified below. Workshops will be scheduled at the beginning of the project and occur regularly at set intervals throughout this phase. Items receiving greater development include:

- Site design
- Wall types and construction for acoustics
- Ceiling types
- Floor and wall finishes
- Hardware and doors (sizes and glass area)
- Interior casework materials and elevations for courtrooms and support spaces
- Material selections and finishes
- HVAC systems and locations
- Plumbing fixtures
- Lighting fixtures
- Electrical equipment and locations
- Security systems for access control and monitoring
- Court technology controls and options
- EOC FEMA and NFPA goals
- FF& E system review and selections

The goal of this phase is to review each aspect in depth to assure the County and all users that the project achieves all critical design objectives. At this stage, tasks similar to those in the Schematic Design effort will be performed, to a greater level of detail and coordination including:

- Site plan development
- Building plan development
- Engineering system verification
- Building elevation and exterior envelope development
- Quality control reviews
- DD code review w/ local authorities and Owner
- Material selections and color boards
- Presentation to the County Board

Design Development Phase Deliverables

The team will provide documentation of the design development (DD) Phase of the process. The DD Phase definition, understanding, budget estimate and overall technical completeness will address all key elements in defining the project for County approvals at this phase. This is a critical milestone in maintaining the schedule and budget. In order to best illustrate the DD Phase design in the review process we will provide the following:

- Civil engineering plans
- Landscape plan
- Architectural plans including site plan, demolition plans, floor plans, reflected ceiling plans, roof plan, exterior elevations, interior elevations, building sections, wall sections, opening schedule and finish schedule.
- Code and Quality Assurance (QA) review
- Structural drawings



- Mechanical drawings
- Electrical drawings
- Low-voltage security drawings
- Materials boards
- At least two exterior 3D views
- Enlarged plans for courtrooms, major public spaces, and other special areas
- Several interior views of major spaces
- Reflected ceiling plan
- Floor finish diagram
- Project Manual containing design narratives for all specification sections including cut sheets for major equipment and light fixtures.
- Updated project schedule
- Presentation materials for the County Board



H. CONSTRUCTION DOCUMENT PHASE

With the approval of the design development phase we will continue to develop the overall project and coordinate the project information with the County so all aspects are clear and accurately depict the County's direction. At this phase the development of the documents includes incorporating any County review comments from the design development set, finalizing all previous documents and thorough development of all of the final details and required information.



The construction documents include the working drawings and specifications which illustrate, in detail, the requirements for the construction of the entire project. This phase includes working closely with the County for detailed project development and finalization for the cost estimate prior to bidding. Any adjustments necessary are made prior to the project being bid. Bid alternative strategies are reviewed and possibly included as a strategy for cost control.

Prior to issuing the documents for bids we will produce a 95% CD set for review and coordination with the County. The team will meet to review the documents and comments. Following the review process we will incorporate any required modifications prior to issuing the bid documents.



Document Quality Assurance

The accuracy of our documents is maintained with two independent checks prepared at midpoint and at the conclusion of the working drawings, as well as through appropriate agency reviews with the County, local and State building officials. BKV's quality assurance officer and certified IBC code reviewer will review the project documents for accuracy and technical quality, "construct-ability", and "bid-ability" of documents as they are developed at each design phase. This adds another level of review to assure our team produces a comprehensive and coordinated final set of documents. These additional steps of quality assurance have helped us deliver projects with minimal change orders. Our records indicate change order percentages of .05%, which we view as a demonstration of the accuracy of our documents, and is well below the industry standard.

Construction Document Phase Deliverables

We will provide a thorough and well detailed set of Construction Documents. Documents included will be as follows:

- Code analysis
- Civil plans and details
- Landscape plan
- Architectural plans and details
- Structural Plans and details
- Plumbing plans and details



- Mechanical plans and details
- Electrical plans and details
- Low voltage security plans and details
- Court technology plans and diagrams
- Final specification
- Updated schedule

I. BIDDING & AWARD PHASE

Upon the County's review and approval, BKV will assist in issuing the project for bids. During this phase we will assist the County in the solicitation of bids and issuing documents. Additionally, we review product submittal/substitution request for approval and answer questions regarding the documents. Addenda are prepared and issued incorporating any additional product approvals, and other matters that may need to be addressed. We attend the pre-bid conference to familiarize contractors with the site and existing conditions, and assist in the review of bids.

This work will include:

- Assisting the County staff in the preparation of necessary bidding information
- Assisting distribution of bid documents
- Responding to contractor inquiries
- Issuing addenda as required
- Review of bids

J. CONSTRUCTION ADMINISTRATION PHASE

The BKV team will be a representative of, and will advise and assist the County during the construction phase and through to completion of the project. Our team will provide on-going construction administration services with the County. Construction administration services will begin with a pre-construction conference to review in clear detail the design intent of the construction documents, the schedule, submittal procedures and to provide contractors the opportunity to clarify any questions. Our construction administration services will include on-site construction observations and field reports with a minimum frequency of twice per month. Pre-installation meetings will be coordinated prior to installation of any critical system or materials (HVAC, security, communications, etc.) and our team will provide contractor submittal and shop drawing reviews. The full design team will be available for on-going communication and document interpretation for the general contractor throughout the construction phase. Substantial completion and final completion reviews will be conducted by key design professionals representing all design disciplines.

Our construction phase work will include:

- Project manager participation in progress meetings
- Site visits appropriate to the stage of construction
- Preparation and distribution of observation reports
- Prepare and issue supplemental instructions as needed
- Prepare and issue proposal requests as needed
- Preparation of change orders and directives
- Review and approve or take other action on contractor submittals
- Review and certify contractor applications for payment

K. PROJECT CLOSE OUT and POST CONSTRUCTION PHASE

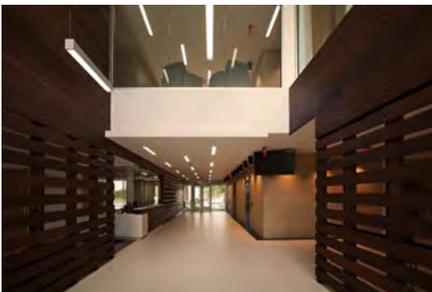
The BKV team will implement project closeout procedures in preparation for facility turnover and operation. In addition, as part of our post construction process we will do a one year project review to assist the County in warranty items and building performance enhancements. We view the long term satisfaction of Codington County as a priority and a goal.

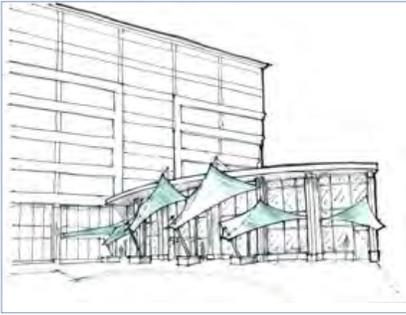




This work will include:

- Develop closeout schedules
- Define one-year warranty items and schedule
- Produce “punch lists” of outstanding items
- Assist with systems start up and staff training
- Site visits and review - 11 month post occupancy relating to a one-year review of compliance and notification of any remaining work to be done, to determine the overall performance and acceptability of the design and its functional and technical elements.
- Review operational manuals from contractors



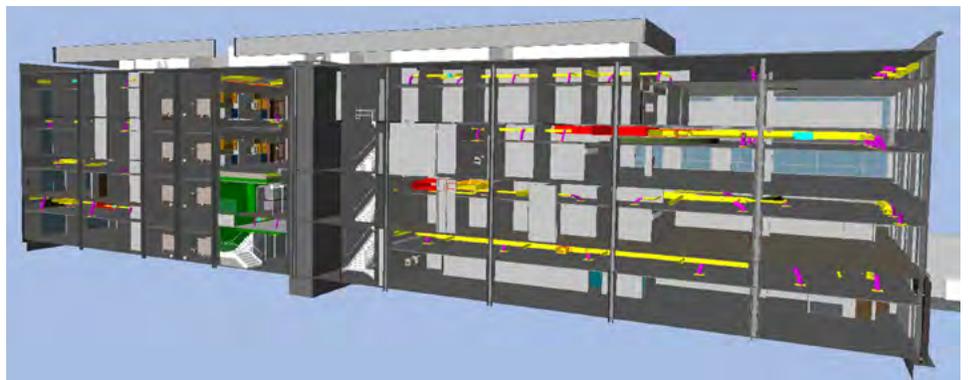


BUILDING INFORMATION MODELING (BIM)

As the priorities for your project's design, schedule and budget evolve, the physical shape, site analysis, system specifications, etc. start to feed into a building model database. Building Information Modeling (BIM) is an electronic representation of your building that comprehensively incorporates physical as well as functional characteristics. It will serve as a knowledge resource to provide reliable information to aid decisions made throughout the entire life-cycle of your building. In short, BIM allows the team to build the building before they build the building, and to assess it before breaking ground.

Each discipline works simultaneously to "speak" to each other. Design updates can be made available to the entire team as soon as they are inputted, so you can see the immediate impact of each design decision. This process assures the smartest possible design because it provides real-time visualization, clash detection, energy modeling, quantity takeoffs, and construction sequencing scenarios. Ultimately, it enhances the speed and accuracy of project communication, which we believe is the cornerstone of a successful project delivery.

With our BIM process, all the resources and knowledge that contribute to the development of your project—whether physical, performance or operationally based—are maintained, allowing us to create a playbook for managing the operations of your building in the future.



At BKV Group we take pride in our work. Our work, and the work of individual staff members, has achieved local and national recognition for excellence in design, historic preservation and use of technology. As testimony to this, BKV Group has been the recipient of numerous local, regional and national awards for design excellence. Below are some of our government design awards.

Pine County Justice Center
2012 AIA/AAJ Academy of Architecture for Justice, Publication in Justice Facilities Review and Display in Traveling Exhibit



Ramsey County Municipal Center
2011 AIA Academy of Architecture for Justice, AIA/AAJ Justice Facilities Review - Multiple-Use Facilities

MCTC/MSU Law Enforcement Training Center
2011 FAB Award for Government/Institutional

St. Cloud Police Station
2008–2009 National AIA Academy for Justice Knowledge, Honor Citation



Plymouth City Hall and Public Safety Building
2007–2008 National AIA Academy for Justice Knowledge - Honor Citation
2007 Minnesota Pollution Control Agency Governor's MNGreat! Award



Air National Guard Composite Operations Facility
1998 Winner of the Air National Guard Design Awards Program Excellence in Design

Coon Rapids City Center
1997 Minnesota Concrete and Masonry Contractors Association Honor Award for Excellence in Masonry Design and Construction

Minneapolis Fire Stations # 27 and #28
1994 City of Minneapolis Committee on Urban Environment
CUE Award for Design and Aesthetic Excellence

Minneapolis Second Precinct Police Station
1994 City of Minneapolis Committee on Urban Environment
CUE Award for Design and Modification of a Historical Facility

City of Fridley Municipal Center
1990 Minnesota Concrete and Masonry Contractors Association Honor Award for Excellence in Masonry Design and Construction

Minneapolis Third Precinct Police Station
1986 City of Minneapolis Committee on Urban Environment
CUE Award for Design and Aesthetic Excellence

Shakopee Police Station
2006–2007 National AIA Academy for Justice Knowledge - Honor Citation

Edina City Hall and Police Facility
2006–2007 National AIA Academy for Justice Knowledge - Honor Citation
2006 Minnesota Concrete and Masonry Contractors Association Excellence in Concrete and Masonry Design and Construction
2005 International Interior Design Association Northland Chapter Honor Award
2005 American Institute of Architects Minneapolis, Merit Award



Freeborn County Government Center
2006–2007 National AIA Academy for Justice Knowledge - Honor Citation



AWARDS FOR BRUCE SCHWARTZMAN:

2010 Academy of Architecture for Justice (AAJ) Citation Award, Blue Earth County Justice Center, MN

2000 US General Services Administration Awards (GSA), Lloyd D. George U.S. Courthouse, Las Vegas, NV

1999 Academy of Architecture for Justice (AAJ) Citation Award, Regional Justice Center

1997 Academy of Architecture for Justice (AAJ) Citation Award, Henderson (Swadel) Justice Center

1996 Academy of Architecture for Justice, (AAJ) Citation Award - Emergency Services Facility





BKV Group County Government and Justice Center Experience

We are an established leader in courts and government facilities planning and design with

over **125** completed projects
having worked with more than **37** Counties

Becker County Justice Center, Addition and Remodeling, Detroit Lakes, MN • **Bedford Justice Center**, New Facility, Bedford, OH • **Cincinnati Federal Building and U.S. Courthouse**, Modernization and Court Recognition, Cincinnati, OH • **Cleveland Federal Building**, Preliminary Design Study, Remodeling, Building Schematic and Cost Estimates for Courts, Cleveland, OH • **Detroit Federal Building and U.S. Courthouse**, Program and Schematics for Bankruptcy and Court Office Space, Detroit, MI • **Federal Office Building Dirksen and Klucynski Buildings**, Energy Study, Elevator and Window Replacement, Chicago, IL • **Findley Federal Building**, Office and Courts Remodeling, Springfield, IL • **Freeborn County Government Center**, Master Plan and Study, Addition and Remodeling, Albert Lea, MN • **Harlan County Judicial Center**, Master Plan, Remodeling and Renovation, Harlan, KY • **Isanti County Law Enforcement Center**, Isanti County, MN • **Lake County Courthouse**, Facility Master Plan, Cleveland, OH • **Le Sueur County Courthouse**, Master Plan, Addition and Remodeling, Le Center, MN • **Minneapolis Federal Courthouse**, Site and Massing Studies, Minneapolis, MN • **Nicollet County Courthouse**, Study and Master Plan, St. Peter, MN • **Olmsted County Social Services Building**, New Facility, Rochester, MN • **Parma Justice Center**, New Facility, Parma, OH • **Pennington County Courtroom**, Remodel, Thief River Falls, MN • **Pennington County Space Needs Analysis and Facility Needs Planning**, Thief River Falls, MN • **Pennington County Government Facilities**, Master Plan, Rapid City, SD • **Pine County Justice Center**, Facility Master Plan, New Facility, Pine City, MN • **Pine County Public Works**, Sandstone, MN • **Rockford Federal Building and U.S. Courthouse**, Program, Schematic Design and Cost Estimating, Studies for 3 Courtrooms, Rockford, IL • **Scott County PSAP Study**, Shakopee, MN • **Scott County SCALE Fire Training Facility**, Shakopee, MN • **Springfield Federal Courts Building**, Court Program Schematics for 12 Courtrooms, Springfield, IL • **Todd County Courthouse**, Addition and Remodeling, Long Prairie, MN • **U.S. Federal Courthouse**, Programming and Planning Studies, New Courthouse, Greenville, TN • **Youngstown Federal Building and Courthouse**, Prospectus Development Study, Youngstown, OH • **Wadena County Courthouse Remodel**, Wadena, MN • **Winona County Courthouse**, Historic Renovation & Remodel, Winona, MN

Prior Courts Experience of Managing Architect Bruce Schwartzman includes:

Blue Earth County Justice Center, Mankato, MN • **Clark County Regional Justice Center**, Las Vegas, NV • **Dane County Justice Center**, Madison, WI • **Davenport Federal Courthouse**, Davenport, IA • **Douglas County Court Holding Remodeling**, Alexandria, MN • **Eau Claire County Courts Jail and Law Enforcement Center Feasibility Study**, Eau Claire County, WI • **Hennepin County Probate/Mental Health Court Remodeling**, Minneapolis, MN • **Henderson Justice Facility**, Henderson, NV • **Hennepin County Drug Court Remodeling Phases 1 & 2**, Minneapolis, MN • **Hilo Judicial Center**, Hilo, HI • **Houston Justice Center**, Caledonia, MN • **Las Vegas Federal Courthouse**, Las Vegas, NV • **Mille Lacs County Government and Justice System Space Needs Analysis**, Milaca, MN • **Minnesota Judicial Center Supreme Court Judges Chamber Remodeling**, St. Paul, MN • **Nye County Justice Facility**, Nye County, NV • **Oklahoma Judicial Center**, Oklahoma, OK • **Pope County LEC/Government Center Master Plan & Needs Assessment**, Glenwood, MN • **Waseca County Jail and Courts**, Feasibility Study, Waseca, MN