



CHIEF PROCUREMENT OFFICE

Art Moore, Capital Development Board

Reference #: 040-060-021

EMERGENCY PURCHASE STATEMENT / NOTICE OF AWARD

Agency: Capital Development Board Point of Contact: Luke Montgomery

Location of Emergency: Anna Veterans' Home

Vendor: Eggemeyer Associates Architects, Inc. (26859)

Address: 3029 South Park Avenue City: Herrin State: IL Zip: 62948

Emergency Purchase Details

Emergency Category (select the appropriate option(s) from the checklist below):

- Involving threat to public health or public safety
- Immediate expenditure is necessary for repairs to State property to protect against further loss or damage
- To prevent or minimize serious disruption in critical State services that affect health, safety, or collection of substantial State revenues
- To insure integrity of State records

Describe the scope of the emergency. Show justification for the need of an emergency contract, the selection of the vendor, and explain why the need for work cannot be met through a competitive process:

In preparation for residents at Anna Veterans' Home, who might potentially be diagnosed with Covid-19 or show similar symptoms, the Department of Veterans Affairs is requesting emergency purchases from CDB to assess and potentially renovate space for isolation rooms. This project began through an Emergency Selection of an Architect/Engineer ("A/E"); this exempts the selection from a 14-day solicitation required through Qualifications-Based Selection ("QBS"). Considering the time frames needed for the selection, negotiation and execution of an A/E contract, followed by bidding and award procedures if construction services are necessary, an assessment and/or renovation work at Anna Veterans' Home under the existing processes would likely not begin for several months. For this reason, emergency purchases are necessary for Architect/Engineer services to assess, provide guidance and potentially design isolation rooms as quickly as possible in order to protect against the threat to public health and safety and to minimize a serious disruption in critical State services. Eggemeyer Associates Architects, Inc., located in Herrin, IL was selected to provide architect/engineering services as they have the necessary experience for this work, are relatively in close proximity to the site and they can respond immediately to this request for emergency services.

Describe the scope of work or services provided to include special limitations, conditions and incorporated documents:

The scope of work provides for an assessment, guidance and potentially design services for the implementation of isolation space to meet the specific needs of the facility. Incorporated documents include the March 2009 Standard Documents for Construction & Supplement and the March 2009 Design and Construction Manual & Supplement. Services provided under this procurement should not exceed \$50,000.00, which is a place-holder prior to entering into a Professional Services Agreement, without prior authorization from the Capital Development Board in consultation with the Chief Procurement Office. Final Actual Costs will be reported upon project completion and project close-out.

Was authorization to proceed verbally given? Yes No, receipt of this signed Notice authorizes the vendor to begin work

If Yes is checked above, explain who authorized the work, when, under what conditions or limitations and for what scope.

Upon approval from the CPO office on March 28, 2020, CDB Programs Analyst Amber Evans provided an authorization to proceed via email on March 29, 2020 for the above listed scope.

Expected Start Date: Mar 29, 2020 Estimated End Date: Jun 26, 2020



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Amount of this expenditure is: \$50,000.00
Actual or Estimated: Estimated

Signatures

I am making this statement and providing it to the CPO Office, the Auditor General, and the Procurement Policy Board in compliance with the Illinois Procurement Code and within 10 days after award of the contract.

I have authorized the emergency procurement in accordance with the requirements of the Illinois Procurement Code (30 ILCS 500) and the applicable administrative rule. I know and understand the contents of this statement and all statements herein are true and correct to the best of my knowledge.

Agency Signature: Chris Miles Digitally signed by Chris Miles
Date: 2020.03.30 08:41:34 -05'00' Title: Executive II

SPO/CPO Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN
BURLINGHAM Date: 2020.03.30 10:13:33 -05'00' Date: Mar 30, 2020



CHIEF PROCUREMENT OFFICE

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Reference #: 040-060-021

EMERGENCY PURCHASE EXTENSION

Agency: Capital Development Board Point of Contact: Luke Montgomery

Location of Emergency: Anna Veterans' Home

Vendor: Eggemeyer Associates Architects, Inc. (26859)

Address: 3029 South Park Avenue City: Herrin State: IL Zip: 62948

Extension Justification

Original Emergency Term Start Date: Mar 29, 2020 Original Emergency Term End Date: Jun 26, 2020

Amount of original: \$40,171.00 (Current Contract) Actual or Estimated: Estimated

Extension Hearing Date: Jun 9, 2020 Requested Extension End Date: Dec 31, 2020

Amount of extension expenditure: N/A - Time Only Actual or Estimated: _____

Describe the scope of the original emergency (supply, service, etc.):

The scope of work provided for an assessment, guidance and potentially design services for the implementation of isolation space to meet the specific needs of the facility.

Describe the scope of the extension (supply, service, etc.). Show justification for extending the original emergency contract, and explain why the extension need cannot be met through a competitive process:

This project reached substantial completion on April 16, 2020, which provided 7 isolation beds at the facility (2 permanent isolation rooms inside Freedom Wing and 5 temporary isolation rooms in a leased mobile unit). The Department of Veterans' Affairs ("DVA") has requested that the isolation rooms in the mobile unit continue to be readily available through the winter should a second wave of the coronavirus pandemic takes place. The current lease for the mobile unit is held by H & N Construction which will expire on July 8, 2020. After the expiration of the lease, DVA will assume the lease. However, the mobile unit will require winterization work to include heat tape around water lines, additional insulation and extra heating units to prepare for winter conditions. The project team also awaits delivery of purchased negative air machines that may or may not arrive by the current expiration date. Also, additional heat calculations will be needed since it is operating under negative air and that makes the room respond colder than a room that is not under negative air. The team is also currently working to resolve some code/zoning issues with the City of Anna. Those issues will have to be resolved prior to knowing how we can provide fuel to the RTU. If the city allows us to use LP to fuel the heating side of the RTU then a conversion kit will need to be ordered (currently the unit is set up for Natural Gas). Anna Veterans Home is an all electric site. Should the City of Anna not grant the variance then we would have to have a natural gas line ran and that would not be achievable before the contract expiration date. Therefore, CDB requests an extension through December 31, 2020 to complete the scope of work, including punch list items, winterization work and troubleshooting if necessary, and formal close-out of the project. CDB requires Eggemeyer Associates Architects, Inc.'s continued participation to ensure proper documentation, observation during construction, potentially more design work and assistance with Final Acceptance/Closeout of this project.

Term of emergency procurement shall not exceed 90 days. Contract may be extended beyond 90 days if CPO determines additional time is necessary; however, prior to execution of extension, CPO must hold a public hearing and provide written description



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Signatures

I am requesting an extension of the requested emergency contract. I know and understand the contents of this statement and all statements herein are true and correct to the best of my knowledge.

Agency Signature: Chris Miles Digitally signed by Chris Miles
Date: 2020.05.21 11:23:15
-05'00' Title: Executive II

Hearing Disposition

Hearing Date: Jun 9, 2020 Hearing Location: via WebEx from multiple remote locations

The State posted to the Illinois Procurement Bulletin a description of the State's need, the justification for emergency extension, and information regarding opportunity to submit comments and testify at a public hearing.

Notice of the hearing was posted to the Illinois Procurement Bulletin at least (14) days in advance of hearing and was also posted outside the hearing room no less than two business days prior to the hearing. The hearing was held to hear testimony and receive comments on extending the procurement.

Hearing Narrative:

The PM provided a status update. This project reached substantial completion on April 16, 2020, which provided 7 isolation beds at the facility (2 permanent isolation rooms inside Freedom Wing and 5 temporary isolation rooms in a leased mobile unit). To reduce costs, it was decided that purchasing 7 negative air machines would be substantially less than continuing to lease them. They are scheduled to arrive late July, early August. The Department of Veterans' Affairs ("DVA") has requested that the isolation rooms in the mobile unit continue to be readily available through the winter should a second wave of the coronavirus pandemic takes place. The current lease for the mobile unit is held by H & N Construction which will expire on July 8, 2020. The DVA will assume the lease at that time. However, the mobile unit will need to be winterized to include heat tape around water lines, additional insulation and extra heating units to prepare for winter conditions. Eggemeyer's current NTE contract is \$40,171.00 and no modifications are anticipated at this time. CDB requests an extension through December 31, 2020 to complete the scope of work, testing and balancing of negative air units, completion of punch list items, winterization work, any necessary troubleshooting, reviewing final invoices and and developing the formal close-out documentation for the project. SPO Burlingham concurs and recommends approval.



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Signatures

Hearing Officer recommends approval of the extension request.

Hearing Officer Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN BURLINGHAM Date: 2020.06.09 16:19:33 -05'00' Date: Jun 9, 2020

After a complete review of the circumstances relating to the need for extending the existing emergency contract, CPO approval is given to extend for a period not to exceed 188 calendar days.

CPO Signature: Arthur L Moore Digitally signed by Arthur L Moore Date: 2020.06.11 16:34:40 -05'00' Date: Jun 11, 2020