



# CHIEF PROCUREMENT OFFICE

## Art Moore, Capital Development Board

Reference #: 250-100-011

### EMERGENCY PURCHASE STATEMENT / NOTICE OF AWARD

Agency: Capital Development Board Point of Contact: Jerry Norris

Location of Emergency: State Police Central Headquarters - Franklin Complex

Vendor: Steckel-Parker Architects, Inc. (3592)

Address: 2941 Happy Landing Drive City: Springfield State: IL Zip: 62711

### 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:

The Illinois State Police has requested that CDB declare an emergency for roof replacement work at the Central Headquarters Complex, located at 801 South Seventh Street, Springfield. The decades old roof of the Main Building for the complex is in substandard condition and has been patched numerous times over the years. It has numerous cracks, is sagging in some areas, and currently is leaking a tremendous amount of water in several areas. The extensive leaks are located above the Records Section and has resulted in numerous large trash cans (as well as improvised hose systems) having to be placed through the records and office areas to contain the water. This area contains many sensitive records which have to be safeguarded from loss or damage. It houses all patrol records; as well as all criminal investigative files for the agency. Additionally, given the severity of the leaks, there is a concern that the condition creates an unhealthy and potentially unsafe working environment for our personnel. 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, the design and replacement of the 7th floor roofing system at the Franklin Complex under the existing processes would likely not begin for several months. For this reason, emergency purchases are necessary for design and construction services as quickly as possible in order to protect against the threat to public health and safety, to protect against further loss and/or damage to the facility and to ensure the integrity of State records. Steckel-Parker Architects, Inc., located in Springfield, IL was selected to provide architect/engineering services as they have the necessary experience for this work, are in close proximity to the site and are providing professional services for another project at 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 design services to replace approximately 19,000 square feet of roofing at the 7th floor area of the Franklin Complex, NE wing. The area of work shall include the cooling tower area in the adjacent NW corner. The work also includes new reflective membrane, high R-value insulation, flashings, trim and any necessary accessories. 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



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Expected Start Date: Apr 2, 2020 Estimated End Date: Jun 30, 2020

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: 2020.04.02 16:05:53 -05'00' Title: Executive II

SPO/CPO Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN BURLINGHAM Date: 2020.04.02 16:09:49 -05'00' Date: Apr 2, 2020



# CHIEF PROCUREMENT OFFICE

## Art Moore, Capital Development Board

Reference #: 250-100-011

### EMERGENCY PURCHASE EXTENSION

Agency: Capital Development Board Point of Contact: Jerry Norris

Location of Emergency: State Police Central Headquarters - Franklin Complex

Vendor: Steckel-Parker Architects, Inc. (3592)

Address: 2941 Happy Landing Drive City: Springfield State: IL Zip: 62711

### Extension Justification

Original Emergency Term Start Date: Apr 2, 2020 Original Emergency Term End Date: Jun 30, 2020

Amount of original: \$57,800.00 (Current Contract) Actual or Estimated: Estimated

Extension Hearing Date: Jun 18, 2020 Requested Extension End Date: Mar 31, 2021

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

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

The original scope of work provided for design services to replace approximately 19,000 square feet of roofing at the 7th floor area of the Franklin Complex, NE wing. The area of work shall include the cooling tower area in the adjacent NW corner. The work also includes new reflective membrane, high R-value insulation, flashings, trim and any necessary accessories.

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:

The A/E has provided design documents and CDB will receive quotes from a pre-approved select group of vendors, taking into account their location, expertise and availability to participate in this emergency project. The pre-bid meeting is scheduled for June 3, 2020 and bid opening is scheduled for June 8, 2020. The project team anticipates the roof replacement work will be completed within 180 days after the issuance of an authorization to proceed. An additional 60 days is being requested for punch-list items and close-out processes and an additional 30 days for any unforeseen conditions or extended lead times on material. CDB requests an extension through March 31, 2021 to complete the scope of work and formal close-out of the project. CDB requires Steckel-Parker Architect Inc.'s continued participation to ensure proper documentation, observation during construction 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

### 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: 2020.06.01 14:30:03 -05'00' Title: Executive II

## NOTICE OF HEARING

  X   Emergency Extension

The Office of the Chief Procurement Officer for the Capital Development Board will hold a public hearing to hear testimony and receive comments on the proposed emergency contract(s) extensions as described below.

Details of the proposed contract, justification for the Agency to contract in this way and the hearing procedure can be found at <https://www2.illinois.gov/cdb/procurement/Pages/EmergencyProcurementContracts.aspx>

### HEARING DETAILS

DATE: Thursday, June 18, 2020

TIME : 10:00 a.m.

LOCATION: via WebEx teleconference

Those who wish to attend this hearing via WebEx teleconference please call the number below:

1-312-535-8110

Meeting Access # 133-397-0302

### HEARING CONTACT PERSON

NAME: Gerald Burlingham

TITLE: State Purchasing Officer, Illinois Capital Development Board

ADDRESS:401 S. Spring St., Springfield, IL 62706

PHONE:217-836-0185

FAX:217-558-1399

E-MAIL:gerald.burlingham@Illinois.gov

### TESTIMONY

Anyone wishing to testify—please notify the HEARING CONTACT PERSON of desire to testify in advance if possible.

### PROPOSED CONTRACT(S) SUBJECT OF THIS HEARING

Steckel-Parker Architects, Inc., Emergency Roof Replacement, ISP Headquarters, CDB #250-100-011.



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### Hearing Disposition

Hearing Date: Jun 18, 2020 Hearing Location: via WebEx and teleconference rom 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 following individuals attended this hearing: Tim Patrick, CDB Region 3 Manager; Chris Miles, CDB Emergency Coordinator; Becky Smith, CDB Contract Executive (CE); Dave Steckel, Owner Steckel-Parker Architects, Inc. (AE). Mr. Patrick provided a current status. Quotes were received on June 11, 2020 and the contract was awarded to Henson Robinson, of Springfield, IL. A pre-construction meeting will be conducted in the coming days so materials can be ordered and schedules can be developed. The roof repair work will need to be sequentialized since the building will be occupied during construction. Steckel-Parker's current contract amount is \$57,800.00. A modification for Construction and Administrative services will be submitted, and both the AE and CE stated the amount will be minimal. All parties feel a contract end date of March 31, 2021 is sufficient to complete all necessary repairs and required documentation to close-out the project. SPO Burlingham concurs and recommends approval of this extension request.

### Signatures

Hearing Officer recommends approval of the extension request.

Hearing Officer Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN BURLINGHAM Date: 2020.06.18 10:36:20 -05'00' Date: Jun 18, 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 274 calendar days.

CPO Signature: Arthur L Moore Digitally signed by Arthur L Moore Date: 2020.06.18 11:23:21 -05'00' Date: Jun 18, 2020