



# CHIEF PROCUREMENT OFFICE

## Art Moore, Capital Development Board

Reference #: 250-160-001

### EMERGENCY PURCHASE STATEMENT / NOTICE OF AWARD

Agency: Capital Development Board Point of Contact: Roger Kuhl

Location of Emergency: Executive Mansion - Carriage House

Vendor: Vinci/Hamp Architects, Inc. (22528)

Address: 1147 W. Ohio Street, #600 City: Chicago State: IL Zip: 60642

### 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 Carriage House was built in 1972 and includes a three-stall garage, grounds keeper storage room, security office, and houses the Illinois State Police Executive Protection Unit Command Center on the first floor level. Its administrative offices are located on the second floor.

Over the years the conditions at this property has significantly deteriorated.

Based on a report dated July 30, 2019 existing roofing and materials have exceeded their useful life and deficiencies of the building's failing roof place the structure at a substantial risk. In January 2020, the Illinois Governor's Mansion Association was engaged to remove a decaying roof railing, as its falling posed a threat to the safety of the staff.

An emergency roof replacement, the assessment and repairs of structural damages at roof joists, a study of environmental conditions, and the assessment and remediation of identified hazardous conditions is required.

The building has been exposed to water infiltration causing potential environmental hazards. The active leaks in the roof also affect the operations of administrative offices. Staff has placed buckets to collect rainwater during storms and have been forced to relocate critical files and state equipment due to falling ceiling tiles and plaster. During heavy precipitation, water has made its way onto the first floor command center floor, causing plaster damage and creating a falling debris hazard from above. Limited interior repairs are needed to address damaged ceilings, walls, and flooring.

The second-floor restroom walls and ceiling are heavily damaged from on-going leaks.

Active water seepage in the ceiling and walls present a significant potential for mold growth and poses a health risk for staff occupying the building.

The Department of Central Management Services has requested that the Capital Development Board provide emergency services to assess and replace the roofing system, as well as repair interior damage caused by the failed roofing system, as quickly as possible.

This project began through the emergency selection of an Architect/Engineer ("A/E"); this exempts the selection from a 14-day solicitation required through Qualifications-Based Selection ("QBS").



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Considering the time frames needed for the selection, negotiation and execution of an A/E contract followed by bidding and award procedures, an assessment, design, and replacement of the roofing system, repairs of interior damage under the existing processes would likely not begin for several months.

For this reason, emergency purchases are necessary to protect against the threat to public health and safety, to protect against further loss or damage, to prevent or minimize serious disruption in critical State services and to protect the integrity of State records.

Vinci-Hamp Architects was initially selected by the Governor's Mansion Association to renovate to the Carriage House. In that role they completed a detailed assessment of the structure and renovations necessary. Vinci-Hamp has the historical preservation experience required, they are familiar with the site and have completed several renovations on the Governor's Mansion, 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 a written assessment of the Carriage House roof and interior damage caused by water infiltration to include cost estimates, and recommendations on immediate needs to prevent further loss or damage and to prevent the threat to public safety. Additionally, the scope of work includes expedited design services for the replacement of the Carriage House roof to include gutters, flashing, downspouts, and any other agreed upon but necessary ancillary components. Design services also include limited repairs to interior finishes/systems damaged by water infiltration. Historical preservation and asbestos testing and abatement may be required. Incorporated documents include the March 2009 Standard Documents for Construction & Supplement and the March 2009 Design and Construction Manual & Supplement. Basic Architectural Services provided under this procurement should not exceed \$100,000.00, which is a place-holder prior to the negotiation of 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.

Expected Start Date: Jan 7, 2021 Estimated End Date: Apr 6, 2021

Amount of this expenditure is: \$100,000.00 Actual or Estimated: Estimated



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Location of Emergency: Executive Mansion - Carriage House

Vendor: Vinci/Hamp Architects, Inc. (22528)

Address: 1147 W. Ohio Street, #600 City: Chicago State: IL Zip: 60642

#### 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: 2021.01.07 08:45:01 -06'00' Title: Executive II

SPO/CPO Signature: **GERALD STEVEN BURLINGHAM** Digitally signed by GERALD STEVEN BURLINGHAM Date: 2021.01.07 09:14:22 -06'00' Date: Jan 7, 2021



# CHIEF PROCUREMENT OFFICE

## Art Moore, Capital Development Board

Reference #: 250-160-001

### EMERGENCY PURCHASE EXTENSION

Agency: Capital Development Board Point of Contact: Roger Kuhl

Location of Emergency: Executive Mansion - Carriage House

Vendor: Vinci/Hamp Architects, Inc. (22528)

Address: 1147 W. Ohio Street, #600 City: Chicago State: IL Zip: 60642

### Extension Justification

Original Emergency Term Start Date: Jan 7, 2021 Original Emergency Term End Date: Apr 6, 2021

Amount of original: \$100,000.00 (Place-Holder) Actual or Estimated: Estimated

Extension Hearing Date: Mar 18, 2021 Requested Extension End Date: Jul 31, 2021

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

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

The scope remains the same and provides for a written assessment of the Carriage House roof and interior damage caused by water infiltration to include cost estimates, and recommendations on immediate needs to prevent further loss or damage and to prevent the threat to public safety. Additionally, the scope of work includes expedited design services for the replacement of the Carriage House roof to include gutters, flashing, downspouts, and any other agreed upon but necessary ancillary components. Design services also include limited repairs to interior finishes/systems damaged by water infiltration. Historical preservation and asbestos testing and abatement may be required.

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 project team continues to work toward finalizing an assessment (preliminary analysis) of the roof and limited interior damage of the carriage house. A schedule has been issued with 100% design documents due by March 18, 2021. Taking into account one review by CDB Professional Services, bidding to a short list of approved vendors under an emergency declaration, and a construction duration of 6 weeks, final acceptance is scheduled for July 3, 2021. Therefore, CDB is requesting consideration of an extension through July 31, 2021, to allow for all physical work to be completed, including final close-out, and additional time for any undiscovered conditions that may arise. CDB requires Vinci/Hamp Architects, Inc.'s continued participation for design services, 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: 2021.02.16 16:09:44 -06'00' Title: Executive II

State of Illinois Chief Procurement Office for the Capital Development Board

NOTICE OF HEARING

  X   Emergency Extension

The Office of the Chief Procurement Officer will hold a public hearing to hear testimony and receive comments on the proposed contract(s) 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 [www.purchase.state.il.us/](http://www.purchase.state.il.us/). Click "Illinois Bid" and enter Procurement Bulletin Reference # in the search box.

HEARING DETAILS

DATE: Thursday March 18, 2021  
TIME: 10:30 a.m.  
LOCATIONS: via WebEx from multiple locations.

For those who wish to attend this hearing via WebEx teleconference, please call in to the number below:  
Phone: 1-312-535-8110  
Access Code: 177 539 3162

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

Agency: Illinois Capital Development Board

Vendor: Vinci-Hamp Architects

Brief Descriptions:

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 contract extension for design services from Vinci-Hamp Architects. This is related to an emergency procurement for roof repairs and minimal interior repairs at the Executive Mansion Carriage House



# CHIEF PROCUREMENT OFFICE

## Art Moore, Capital Development Board

Reference #: 250-160-001

### EMERGENCY PURCHASE EXTENSION

Agency: Capital Development Board Point of Contact: Roger Kuhl

Location of Emergency: Executive Mansion - Carriage House

Vendor: Vinci/Hamp Architects, Inc. (22528)

Address: 1147 W. Ohio Street, #600 City: Chicago State: IL Zip: 60642

### Hearing Disposition

Hearing Date: Mar 18, 2021 Hearing Location: via WebEx from multiple 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:

A hearing was conducted with the following individuals attending via WebEx: Jerry Burlingham, SPO; Amber Evans, CDB-Programming; Becky Smith, CDB Contract Executive; Roger Kuhl, CDB Project Manager (PM).

The PM provided a current status: Vinci Hamp has completed the preliminary analysis of the roof and limited interior damage of the carriage house and will be submitted for review today. The schedule to have the 100% design documents submitted by March 18, 2021 has been revised to April 18, 2021.

Taking into account one review by CDB Professional Services, the creation of a short list of approved vendors to be bid under an emergency declaration, and an anticipated construction duration of 6 weeks, the final acceptance is now scheduled for August 3, 2021.

CDB is requesting consideration of an extension through August 31, 2021, to allow for all physical work to be completed, including final close-out, and additional time for any undiscovered conditions that may arise. CDB requires Vinci/Hamp Architects, Inc.'s continued participation for design services, observation during construction and assistance with Final Acceptance/Closeout of this project.

SPO Jerry Burlingham concurs and recommends approval to extend Vinci Hamp Architect's contract to August 31, 2021.

### Signatures

Hearing Officer recommends approval of the extension request.

Hearing Officer Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN BURLINGHAM Date: 2021.03.18 10:46:36 -05'00' Date: Mar 18, 2021

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 147 calendar days.

CPO Signature: Arthur L Moore Digitally signed by Arthur L Moore Date: 2021.03.23 09:58:49 -05'00' Date: Mar 23, 2021



# CHIEF PROCUREMENT OFFICE

## Art Moore, Capital Development Board

Reference #: 250-160-001

### EMERGENCY PURCHASE EXTENSION

Agency: Capital Development Board Point of Contact: Roger Kuhl

Location of Emergency: Executive Mansion - Carriage House

Vendor: Vinci/Hamp Architects, Inc. (22528)

Address: 1147 W. Ohio Street, #600 City: Chicago State: IL Zip: 60642

### Extension Justification

Original Emergency Term Start Date: Jan 7, 2021 Original Emergency Term End Date: Aug 31, 2021

Amount of original: \$80,325.00 (Current Contract) Actual or Estimated: Estimated

Extension Hearing Date: Aug 17, 2021 Requested Extension End Date: Apr 30, 2022

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

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

The scope remains the same and provides for a written assessment of the Carriage House roof and interior damage caused by water infiltration to include cost estimates, and recommendations on immediate needs to prevent further loss or damage and to prevent the threat to public safety. Additionally, the scope of work includes expedited design services for the replacement of the Carriage House roof to include gutters, flashing, downspouts, and any other agreed upon but necessary ancillary components. Design services also include limited repairs to interior finishes/systems damaged by water infiltration. Historical preservation and asbestos testing and abatement may be required.

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 contractor was issued an authorization to proceed on June 21, 2021. Submittals have been issued and approved. Asbestos Abatement is to commence on August 2, 2021, which includes demolishing the flat and shingle roofs. Lead time on the roof shingle that was specified as a sole source may be as long as November or December, according to the manufacturer. The project team is considering alternatives to make the roofs watertight until the shingle is available, which include a heavy duty synthetic roof underlayment that is attached with battens or possibly shingling the roof with 3-tab shingles, then shingling over those next spring with the specified shingles. If the specified shingles aren't available until November or December, it will likely be too cold to install them which would extend the work to approximately March of 2022. Barring the contractor being able to obtain the specified shingle in a timely manner, the final work wouldn't be able to be completed until Spring of 2022. All other work can be completed other than the shingles. Therefore, CDB is requesting consideration of an extension through April 30, 2022, to allow for long lead material, to allow for all physical work to be completed, including final close-out, and additional time for any undiscovered conditions that may arise. CDB requires Vinci/Hamp Architects, Inc.'s continued participation for design services, 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



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Reference #: 250-160-001

### EMERGENCY PURCHASE EXTENSION

Agency: Capital Development Board Point of Contact: Roger Kuhl

Location of Emergency: Executive Mansion - Carriage House

Vendor: Vinci/Hamp Architects, Inc. (22528)

Address: 1147 W. Ohio Street, #600 City: Chicago State: IL Zip: 60642

#### 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: 2021.08.02 10:12:09  
-05'00' Title: Executive II

#### Hearing Disposition

Hearing Date:  Hearing Location:

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:

#### Signatures

Hearing Officer recommends approval of the extension request.

Hearing Officer  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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  calendar days.

CPO Signature: \_\_\_\_\_ Date: \_\_\_\_\_



State of Illinois Chief Procurement Office for the Capital Development Board

NOTICE OF HEARING

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HEARING DETAILS

DATE: Tuesday August 17, 2021  
TIME: 10:30 a.m.  
LOCATIONS: via WebEx from multiple locations.

For those who wish to attend this hearing via WebEx teleconference, please call in to the number below:  
Phone: 1-312-535-8110  
Access Code: 177 864 3902

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

Agency: Illinois Capital Development Board

Vendor: Vinci-Hamp Architects  
Henson Robinson Company

Brief Descriptions:

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 contract extensions for design services from Vinci-Hamp Architects and construction services from Henson Robinson Company. This is related to an emergency procurement for roof repairs and minimal interior repairs at the Executive Mansion Carriage House



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Location of Emergency: Executive Mansion - Carriage House

Vendor: Vinci/Hamp Architects, Inc. (22528)

Address: 1147 W. Ohio Street, #600 City: Chicago State: IL Zip: 60642

#### 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: 2021.08.02 10:12:09  
-05'00' Title: Executive II

#### Hearing Disposition

Hearing Date: Aug 17, 2021 Hearing Location: via WebEx from multiple 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 current status of this project. Asbestos Abatement is to commence in the last week of August 2021, which includes demolishing the flat and shingle roofs. Lead time on the roof shingles that were anticipated to be delivered in November or December, according to the manufacturer, will now arrive in the next several weeks. CDB requested consideration of an extension through April 30, 2022, to allow for all physical work to be completed, including final close-out, and additional time for any undiscovered conditions that may arise. SPO Burlingham recommends approval to allow for any unforeseen weather, other material delivery delays, and for project close out process to be completed.

#### Signatures

Hearing Officer recommends approval of the extension request.

Hearing Officer Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN BURLINGHAM  
Date: 2021.08.17 12:01:16 -05'00' Date: Aug 17, 2021

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 242 calendar days.

CPO Signature: Arthur L Moore Digitally signed by Arthur L Moore  
Date: 2021.08.20 10:50:52 -05'00' Date: Aug 20, 2021