



# CHIEF PROCUREMENT OFFICE

## Art Moore, Capital Development Board

Reference #: 321-100-125

### EMERGENCY PURCHASE STATEMENT / NOTICE OF AWARD

Agency: Capital Development Board Point of Contact: Leonard McGee

Location of Emergency: Shapiro Developmental Center - Administration Building

Vendor: Carlile Architects, LLC (32074)

Address: 143 N. Schuyler Avenue, #250 City: Kankakee State: IL Zip: 60901

### 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 Administration Building at the Shapiro Developmental Center is a 140-year-old structure that is used daily for all administrative functions to operate the facility. The main entrance/exit to the building includes a 3 piece masonry arch over the doorway. The bottom of the stone on the north side of the arch spalled off approx. 1/3 of its thickness. Since breaking off, the entrance door and pedestrians have been protected with a lumber shelter. Directly above the arch is a flat roof that has an un-ballasted EPDM roofing system which is in poor condition and is allowing storm water to enter the masonry then move down to the rack in the arch potentially contributing to spall during freeze/thaw conditions. In addition, a piece of concrete used to patch stone masonry on or around the clock tower has dislodged from the ledge and fell below narrowly missing a parked car. 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"). Considering the time frames needed for the selection, negotiation and execution of an A/E contract followed by bidding and award procedures, repairs at the Shapiro Developmental Center 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 and to protect against further damage to the building Carlile Architects LLC was chosen because they are located in Kankakee and have specific expertise in Historic Preservation and Façade Inspections/Rehabilitation.

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

The scope of work provides for removing and replacing the stone arch at the east side entrance door, repairing or replacing the roof above the arch, tuck-pointing stone masonry at the wall above the arch, and making masonry patch repairs along the clock tower. The scope also includes a façade inspection of the entire structure along with a report of the conditions and recommendations for repair. Design services for the repairs may be required as directed by CDB. Coordination with the Illinois Historic Preservation Division of IDNR is also required. 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 the negotiation of a Professional Services Agreement, without prior authorization from the Capital Development Board in consultation with the Chief Procurement Office.

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.



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Location of Emergency: Shapiro Developmental Center - Administration Building

Vendor: Carlile Architects, LLC (32074)

Address: 143 N. Schuyler Avenue, #250 City: Kankakee State: IL Zip: 60901

Expected Start Date: May 17, 2018 Estimated End Date: Aug 14, 2018

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: 2018.05.17 10:45:00 -05'00' Title: Executive II

SPO/CPO Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN BURLINGHAM DN: c=US, o=State of Illinois, ou=CMS, ou=People, ou=BM-B2, serialNumber=70355529, cn=GERALD STEVEN BURLINGHAM Date: 2018.05.17 10:49:44 -05'00' Date: May 17, 2018



# CHIEF PROCUREMENT OFFICE

Art Moore, Capital Development Board

Reference #: 321-100-125

## EMERGENCY PURCHASE EXTENSION

Agency: Capital Development Board Point of Contact: Leonard McGee

Location of Emergency: Shapiro Developmental Center - Administration Building

Vendor: Carlile Architects, LLC (32074)

Address: 143 N. Schuyler Avenue, #250 City: Kankakee State: IL Zip: 60901

### Extension Justification

Original Emergency Term Start Date: May 17, 2018 Original Emergency Term End Date: Aug 14, 2018

Amount of original: \$230,427 (Contract Amount) Actual or Estimated: Estimated

Extension Hearing Date: Aug 7, 2018 Requested Extension End Date: Jul 31, 2020

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

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

The Administration Building at the Shapiro Developmental Center is a 140-year-old structure that is used daily for all administrative functions to operate the facility. The main entrance/exit to the building includes a 3 piece masonry arch over the doorway. The bottom of the stone on the north side of the arch spalled off approx. 1/3 of its thickness. Since breaking off, the entrance door and pedestrians have been protected with a lumber shelter. Directly above the arch is a flat roof that has an un-ballasted EPDM roofing system which is in poor condition and is allowing storm water to enter the masonry then move down to the rack in the arch potentially contributing to spall during freeze/thaw conditions. In addition, a piece of concrete used to patch stone masonry on or around the clock tower has dislodged from the ledge and fell below narrowly missing a parked car. The scope of work provides for removing and replacing the stone arch at the east side entrance door, repairing or replacing the roof above the arch, tuck-pointing stone masonry at the wall above the arch, and making masonry patch repairs along the clock tower. The scope also includes a façade inspection of the entire structure along with a report of the conditions and recommendations for repair. Design services for the repairs may be required as directed by CDB. Coordination with the Illinois Historic Preservation Division of IDNR is also 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 scope of the extension provides for removing and replacing the stone arch at the east side entrance door, repairing or replacing the roof above the arch, tuck-pointing stone masonry at the wall above the arch and making masonry patch repairs along the clock tower under an emergency purchase. A completed item that was incorporated into the initial scope of work included a façade inspection of the entire structure known as Building A along with a report of the conditions and recommendations for repair. CDB has negotiated a Professional Services Agreement that includes the above mentioned emergency work items, as well as design and observation for a complete facade repair to Building A, to be bid through regular processes. This project will be conducted under a Phased approach. The first phase will be to design and oversee the construction of the emergency work mentioned above. The second phase will include the design and observation of the facade repairs bid through regular processes. CDB requires Carlile Architects' continued participation to ensure proper documentation, interaction/supervision of Contractors during bidding, observation during construction and assistance with final Acceptance/closeout of both Phases for this project. Because of the need for IHPA coordination, the complexity of design and long duration for construction, taking into account the size and height of the building and safety concerns/requirements, Substantial Completion is scheduled for October 31, 2019. Therefore, CDB is requesting an emergency purchase extension through July 31, 2020 to allow for completion of the project, close-out and the 9-month inspection.



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Reference #: 321-100-125

### EMERGENCY PURCHASE EXTENSION

Agency: Capital Development Board Point of Contact: Leonard McGee

Location of Emergency: Shapiro Developmental Center - Administration Building

Vendor: Carlile Architects, LLC (32074)

Address: 143 N. Schuyler Avenue, #250 City: Kankakee State: IL Zip: 60901

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: 2018.07.23 15:35:13 -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: \_\_\_\_\_



# CHIEF PROCUREMENT OFFICE

Art Moore, Capital Development Board

Reference #: 321-100-125

## EMERGENCY PURCHASE EXTENSION

Agency: Capital Development Board Point of Contact: Leonard McGee

Location of Emergency: Shapiro Developmental Center - Administration Building

Vendor: Carlile Architects, LLC (32074)

Address: 143 N. Schuyler Avenue, #250 City: Kankakee State: IL Zip: 60901

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: 2018.07.23 15:35:13 -05'00' Title: Executive II

### Hearing Disposition

Hearing Date: Aug 7, 2018 Hearing Location: 401 So. Spring St., Wm Stratton Bldg, 3rd Floor, Conf. Rm E., Springfield, IL.

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:

This project will be conducted under a Phased approach. The first phase is to design and oversee the construction of the emergency work as authorized on 6/27/2018. The second phase will include the design of the facade repairs to be publicly bid through regular processes. It is anticipated the Phase 2 solicitation will be released for public bid on 12/28/2018 with a substantial completion date of 10/31/2019. CDB requires Carlile Architects continued participation to ensure proper documentation, interaction and supervision of Contractors during the bidding process, observation during construction, and assistance with final acceptance and closeout procedures of both phases of this project. Because of the need for IHPA coordination, the complexity of design, the long duration for construction when taking into account the size and height of the building, along with any necessary safety requirements, CDB is requesting an emergency purchase extension through July 31, 2020. This will allow for both phases of this project to be completed, the final project close-out documentation to be submitted, and the 9-month A/E inspection to be performed.



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Agency: Capital Development Board Point of Contact: Leonard McGee

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Vendor: Carlile Architects, LLC (32074)

Address: 143 N. Schuyler Avenue, #250 City: Kankakee State: IL Zip: 60901

### Signatures

Hearing Officer recommends approval of the extension request.

Hearing Officer Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN BURLINGHAM  
DN: c=US, o=State of Illinois, ou=CMS, ou=People,  
ou=BM-BZ, serialNumber=70355529, cn=GERALD  
STEVEN BURLINGHAM  
Date: 2018.08.07 12:53:37 -05'00' Date: Aug 7, 2018

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 717 calendar days.

CPO Signature: Arthur L Moore Digitally signed by Arthur L Moore  
DN: c=US, o=State of Illinois, ou=CMS, ou=People,  
ou=MM-MZ, serialNumber=70143150, cn=Arthur  
L Moore  
Date: 2018.08.07 16:23:03 -05'00' Date: Aug 7, 2018



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## Art Moore, Capital Development Board

Reference #: 321-100-125

### EMERGENCY PURCHASE EXTENSION

Agency: Capital Development Board Point of Contact: Leonard McGee

Location of Emergency: Shapiro Developmental Center - Administration Building

Vendor: Carlile Architects, LLC (32074)

Address: 143 N. Schuyler Avenue, #250 City: Kankakee State: IL Zip: 60901

### Extension Justification

Original Emergency Term Start Date: May 17, 2018 Original Emergency Term End Date: 7/31/2020 (Current End Date)

Amount of original: \$230,427.00 Actual or Estimated: Estimated

Extension Hearing Date: May 30, 2019 Requested Extension End Date: 12/31/2020

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

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

The Administration Building at the Shapiro Developmental Center is a 140-year-old structure that is used daily for all administrative functions to operate the facility. The main entrance/exit to the building includes a 3 piece masonry arch over the doorway. The bottom of the stone on the north side of the arch spalled off approx. 1/3 of its thickness. Since breaking off, the entrance door and pedestrians have been protected with a lumber shelter. Directly above the arch is a flat roof that has an un-ballasted EPDM roofing system which is in poor condition and is allowing storm water to enter the masonry then move down to the rack in the arch potentially contributing to spall during freeze/thaw conditions. In addition, a piece of concrete used to patch stone masonry on or around the clock tower has dislodged from the ledge and fell below narrowly missing a parked car. The original scope of work provided for removing and replacing the stone arch at the east side entrance door, repairing or replacing the roof above the arch, tuck-pointing stone masonry at the wall above the arch, and making masonry patch repairs along the clock tower. The scope also includes a façade inspection of the entire structure along with a report of the conditions and recommendations for repair. Design services for the repairs may be required as directed by CDB. Coordination with the Illinois Historic Preservation Division of IDNR is also 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 first phase of the project is complete. The second phase includes the design and observation of facade repairs to to the remainder of the building to be publicly bid though regular processes. It was initially anticipated that a Ph. 2 solicitation would be released for public bid in December of 2018 with a substantial completion date of October 2019. Because Ph. 2 design documents are not complete, it is anticipated that additional time will be necessary to complete the project. Therefore, CDB is requesting an emergency purchase extension though December 31, 2020 to allow for completion of the physical work and close-out of the project. Additional time may be necessary depending upon the complexity of the design, coordination efforts, safety requirements and any weather related delays. CDB requires Carlile Architects continued participation to ensure proper documentation, interaction and supervision of the contractors during the bidding process, observation during construction and assistance with final acceptance and close-out procedures.

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: 2019.05.16 14:33:36  
-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

  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 <https://www2.illinois.gov/cdb/procurement/Pages/EmergencyProcurementContracts.aspx>

HEARING DETAILS

DATE: Thursday, May 30, 2019  
TIME: 2:00 p.m.  
LOCATIONS: 401 S. Spring St.  
3<sup>rd</sup> Floor, Conference Room E,  
Wm. Stratton Building  
Springfield, IL 62706

For those who wish to attend this hearing via teleconference, please call in to the number below:  
1-888-494-4032  
Access Code: 1079279306

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: Carlisle Architects, LLC.

Brief Descriptions:

The Office of the Chief Procurement Officer for the Capital Development Board will hold a public hearing to review and hear testimony regarding the August 7, 2018 contract extension for design services from Carlisle Architects, LLC. The hearing will also request information which could support the approval of a Contract Modification request for added scopes of work. This is related to an emergency procurement at the Shapiro Developmental Center Administration Building CDB Project # 321-100-125



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Vendor: Carlile Architects, LLC (32074)

Address: 143 N. Schuyler Avenue, #250 City: Kankakee State: IL Zip: 60901

#### 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: 2019.05.16 14:33:36 -05'00' Title: Executive II

#### Hearing Disposition

Hearing Date: May 30, 2019 Hearing Location: 401 So. Spring St., Wm. Stratton Bldg., 3rd Floor, Conf. Rm E., Springfield, IL.

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 Project Manager, Leonard McGee and the Architect, Jacob Carlile provided a status update on this project. The work for the emergency phase of this project has been completed. However receiving the correct close-out documents from the contractor has proven to be very laborious and continues to this day. The second phase includes the design and observation of facade repairs to the remainder of the building to be publicly bid through regular processes. It was initially anticipated that a Ph. 2 solicitation would be released for public bid in December of 2018 with a substantial completion date of October 2019. Unfortunately, that goal will not be realized. Mr. Carlile stated that the deterioration of the mortar joints in this 140 year-old structure has steadily progressed. Deterioration has also been discovered on the buildings stair cases and entryway patios which are attached to the building façade. These areas need to be investigated and repaired as well. Therefore the conditionally approved phase 2 design documents will need updated and resubmitted for approval. Due to the increasing deterioration and discovery of additional areas needing repairs, Mr. Carlile estimates it will take at least two (2) construction seasons to complete this project. This timeline is based on the facts that once work begins, following strict safety guidelines will be required as the majority of work will be performed 16 ft. to 139 ft. above the ground. Once started, in order to maintain productivity the entire 4-story building and the clock tower will be surrounded by scaffolding. Erecting the scaffolding could take weeks to accomplish as access to some areas of the structure is hindered by trees, ground-slopes, shrubs, and other man-made obstacles. It is also important to note the State Historical Preservation Office must be actively involved in the repair process and must review and approve all repairs and any materials being used. The requirement to communicate and coordinate with this entity also impacts an already prolonged construction schedule. CDB had initially requested an emergency purchase extension through December 31, 2020 to allow for completion of the physical work and close-out the project. After in-depth discussions between Mr. Carlile, CDB-Construction, and CDB-Contracts, it was agreed that a more realistic substantial completion date should be considered. Mr. Carlile feels that a completion date in late spring or early summer of 2021 could be achieved. The additional time will allow for any weather related delays, material delays, the completion of all physical work, and close-out project documentation to be completed. SPO Burlingham recommends extending Carlile Architects, LLC contract beyond July 31, 2020 to June 30, 2021. To date, Carlile Architects, LLC's design fees for both the phase 1 emergency repairs and phase 2 design totals \$264,827.00. As the construction duration has been extended, a contract modification for additional construction administration and construction observation efforts may be needed in the future.



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Vendor: Carlile Architects, LLC (32074)

Address: 143 N. Schuyler Avenue, #250 City: Kankakee State: IL Zip: 60901

#### Signatures

Hearing Officer recommends approval of the extension request.

Hearing Officer Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN BURLINGHAM  
DN: c=US, o=State of Illinois, ou=CMS, ou=People,  
ou=BM-BZ, serialNumber=70355529, cn=GERALD  
STEVEN BURLINGHAM  
Date: 2019.06.03 08:35:12 -05'00' Date: Jun 3, 2019

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 334 calendar days.

CPO Signature: Arthur L Moore Digitally signed by Arthur L Moore  
DN: c=US, o=State of Illinois, ou=CMS, ou=People,  
ou=MM-MZ, serialNumber=70143150, cn=Arthur  
L Moore  
Date: 2019.06.03 14:56:20 -05'00' Date: Jun 3, 2019