



**PUBLIC BUILDING COMMISSION  
MINUTES OF THE VIRTUAL ADMINISTRATIVE OPERATIONS COMMITTEE MEETING  
HELD OCTOBER 4, 2021**

Public Building Commission of Chicago | Richard J. Daley Center | 50 West Washington Street, Room 200 | Chicago, Illinois 60602 | (312) 744-3090 | pbcchicago.com

The Administrative Operations Committee of the Public Building Commission of Chicago held a virtual meeting with limited in-person attendees on October 4, 2021, at 11:00 a.m. The meeting was livestreamed.

The following Committee members were present:

Chairman Jose Maldonado  
Commissioner Arnold Randall  
Commissioner Olga Camargo

Also present:

Carina E. Sánchez  
Lori Lypson  
Ray Giderof  
Tanya Foucher-Weekley  
Mary Pat Witry  
Bryant Payne  
Rudy Manning  
Langdon Neal, Neal and Leroy  
Anne Fredd, Neal and Leroy  
Andre Wiggins, MBRE

The reading of the minutes of the August 4, 2021, Administrative Operations Committee meeting, which was previously distributed, was dispensed with. Upon motion duly made and seconded the minutes were unanimously adopted.

Pursuant to Section 2.06(g) of the Open Meetings Act, a public comment period was held. No comments or statements were presented by any persons.

The Executive Director introduced the proposed adoption of the PBC's COVID-19 Vaccination Policy and stated that the PBC is committed to providing and maintaining a workplace that is free from known serious health and safety hazards. Due to the global coronavirus pandemic, the PBC has taken proactive measures over the last 19 months to keep employees and others safe. To further support the health and safety of employees and others, and preventing transmission to members of the community, we are recommending that PBC adopt a COVID-19 Vaccination Policy. The Policy is based on guidance from the Centers for Disease Control (CDC) and other regulatory agencies. It is consistent with the policies and guidelines that have been established by other local, state, and federal agencies to protect employees and contractors by requiring vaccination against COVID-19.

It is designed for use together with other COVID-19 prevention measures, including wearing face masks; social distancing; providing disinfecting products; requiring quarantine in accordance with CDC or IDPH guidelines; and testing under appropriate circumstances.

The Policy requires all employees, including temporary workers and contractors, to be fully vaccinated against COVID-19 and provide proof of a COVID-19 vaccination by October 29, 2021, unless an exemption is granted as an accommodation by the PBC. Exemptions include a Disability Accommodation, a Medical Accommodation, or a Religious Accommodation. Following AO Committee review, the policy will be presented to the full Board.

The Executive Director also introduced the Proposed 2022 PBC Administrative Budget and the 2022 Richard J. Daley Center Operating and Capital Budget. Director Sánchez stated that as public developer, the PBC is entrusted with public resources and understands the importance of this responsibility and has the highest level of accountability and transparency in managing and reporting how taxpayer supported dollars are spent. The Executive Director introduced the Director of Finance, Tanya Foucher-Weekley, to provide the detailed budget reports.

The AO Committee accepted the reports provided by the Executive Director.

The Director of Finance first reported on the 2022 Operating and Capital Budget for the Richard J. Daley Center. MB Real Estate, the Property Manager for the Richard J. Daley Center, develops an annual budget to cover the operating and maintenance costs for the building. The 2022 Operating Expense Budget of \$19,616,871 reflects an increase of 3.45% over the 2021 Budget. This increase in operating expenses equates to \$654,403 and is primarily a result of annual increases to utility expenses stemming from enhanced operations of the building's mechanical systems. Annual increases to union cleaning, security, and engineering wages are also contributing factors. Elevated levels of cleaning and disinfection, along with increased security staffing are all COVID-19 mitigation efforts that started in 2021 and are projected to continue through 2022 and represent \$1,440,000 of the projected increase in operating expenses.

The 2021 Capital Improvement Plan included projects such as exterior façade repairs, lobby and common area security upgrades and plaza sealant and granite replacements. Each of these projects will continue into 2022, along with other upgrades. The Capital Improvement Plan for 2022 is \$4,050,000 which represents a 40% increase over the 2021 Capital Improvement Plan Budget. The Capital Improvement Projects include:

- Elevator upgrades - \$250,000
- ASHRAE Audit recommendations - \$250,000
- Replacement of lower-level drain line to the Sheriff's lower leer locker room - \$250,000
- Retrofit City Hall/County Building Pedway revolving doors - \$300,000
- Retrofit revolving doors in southwest/southeast lobby - \$300,000
- Façade louver repairs - \$200,000
- Plaza sealant and joint replacements - \$200,000
- Relining of cooling towers - \$1,000,000
- Electric vehicle charging stations - \$100,000
- 31<sup>st</sup> floor generator load transfer to the 27<sup>th</sup> floor generator \$200,000
- Security upgrades - \$1,000,000

The Percentage for Operating Expense Allocation for 2022 are as follows; Cook County 94.92%, City of Chicago 0.344%, PBC 2.985%, Illinois Liquor License Commission 0.739% and the Illinois Workers Compensation Commission 1.008%. The state agencies are new tenants in 2021.

Next the Director of Finance reported on the PBC's 2022 Administrative Budget. The Director reviewed the PBC's Anticipated Work In Place (WIP) chart. The illustration shows a projected WIP of \$137M in 2021 and a proposed WIP of \$1333M for 2022. For 2020 the actual WIP was \$251M and we are seeing a decline in Work in Place over the next two years with an anticipated WIP in 2023 that is drastically reduced to \$40M.

The PBC's Administrative Resources for 2022 are projected at \$6,234,291.00. This includes the PBC's Administrative Fee Anticipated on Undertaken active projects in the amount of \$4,497,291.00, Direct Allocation for Project Management Services \$1,050,000.00, Direct Allocation for Insurance Expenses \$687,000.00. These resources support the Administrative Expense Budget.

For 2022, the PBC's proposed General Administrative Budget is \$8,462,249.00. The amounts and variance as compared to the approved 2021 Budget are as follows;

Total Personnel Services	\$5,229,235.00 - increase of \$233,029.00
Total Insurance	\$747,000.00 - increase of \$85,000.00
Legal Fees	\$188,000.00 - decrease of (\$68,000.00)
Inspector General Legal Fees	\$207,307.00 - decrease of (\$1,195.00)
Professional Services Fees	\$338,000.00 - decrease of (\$11,000.00)
Rent/Leasehold Improvements	\$712,427.00 - decrease of (\$109,637.00)
Office & Other Adm. Expenses	\$211,800.00 - decrease of (\$21,700.00)
Computer Maintenance, Equipment and Software	\$428,480.00 - decrease of (\$41,520.00)
Contingency/Business Development	\$400,000.00 - decrease of (\$100,000.00)

The proposed 2022 General Administrative Budget has a total decrease over the 2021 Approved Budget of (\$35,023.00). There is a deficit of \$2M between the resources and expenses, of which surplus from the prior year will be used, as we continue to bring in additional Work In Place to sustain the 2022 and 2023 budgets.

The AO Committee accepted the reports provided by the Director of Finance.

The Chief of Staff reported on the following recommendations.

Task order awards for Environmental Engineering Services in the amount of \$190,980.50 to Wood Environment & Infrastructure Solutions, Inc. for the Joint Public Safety Campus Phase 1A Project and in the amount of \$103,164.00 to Carnow, Conibear & Associates, Ltd, WBE firm, for the Sauganash Elementary School Annex II Project. A task order award for Environmental Renovation/Demolition Services in the amount of \$64,848.00 to Carnow, Conibear & Associates, Ltd., WBE firm, for the Sauganash Elementary School Annex II Project. Task Order awards for Surveyor Services in the amount of \$9,500.00 to Terra Engineering Ltd., WBE firm, for the Richard J. Daley Branch Library Project and in the amount of \$15,100.00 and

\$12,700.00 to Weaver Consultants Group North Central, LLC for the renovation projects at Engine Company 71 and Sherman Park Branch Library, and in the amount of \$14,250.00 and \$17,200.00 to V3 Companies, Ltd. for the renovation projects at Engine Company 86 and 89. A task order award for Material Testing Services in the amount of \$265,925.00 to SEECO Consultants, Inc. for the Belmont Cragin Elementary School Project.

Next the Chief of Staff reported that the PBC has been working on the Joint Public Safety Training Campus Project (JPSTC) for over a year. The PBC solicited proposals for Design-Build Services for two phases of the project. The Chief of Staff first reported on Phase 1A, which includes the Outlot Restaurant Area. The PBC shortlisted two firms following the issuance of a detailed two-phase Request for Proposals (RFP). The first phase was for qualifications and the second phase required technical proposals along with additional design details. The evaluation criteria included; quality of design concepts, compliance with the outlined plans, an understanding of this unique project that includes the community, MBE/WBE participation and community hiring, among others. Following review of the responses, the evaluation committee recommends the appointment of BOWA Construction to provide Design-Build Services for the Joint Public Safety Training Campus, Phase 1A. BOWA Construction is an African American owned firm. The firm committed to exceed the MBE/WBE goals of 30% and 6% for the project. Following approval, the PBC will enter into a Design-Build Agreement with the firm and negotiate a Guaranteed Maximum Price (GMP).

The Chief of Staff also described a similar two-phase procurement process for Phase 02 of the JPSTC, which includes the Outdoor Scenario Training Structures Project. In response to the RFP for Design-Build Services, the PBC received three responses for Phase I. After review of the Phase I responses, the evaluation committee recommended two of the three responding firms be shortlisted to provide responses to the Phase II Technical and Cost Proposal. By consensus of the evaluation committee, the staff recommends the appointment of Berglund Brown & Momen to provide Design-Build Services for Phase 02 of the JPSTC Project. Berglund Brown and Momen have a 50% / 50% partnership. Brown and Momen is an African American owned firm. The firm committed to exceed the MBE/WBE goals of 30% and 6% for the project. Following approval, the PBC will enter into a Design-Build Agreement with the firm and negotiate a Guaranteed Maximum Price (GMP).

The Chief of Staff reported on the Morgan Shoal Project, a partnership between the PBC, CDOT and the Chicago Park District, for a revetment project along the lake front between approximately 45th to 51<sup>st</sup> Streets. The PBC invited over 8,000 interested parties to attend an informational session regarding the project. The PBC received five submissions and interviewed three firms. The evaluation committee, consisted of staff from the Chicago Park District, CDOT, who will make sure we are in compliance with the Army Corps of Engineers, and the PBC recommends the appointment of SmithGroup + Stantec as the Architect/Engineer of Record for the Morgan Shoal Project. SmithGroup + Stantec will be issued a Task Order based Master Agreement with the PBC in the amount of \$5,000,000.00.

The Chief of Staff reported on a recommendation to approve amendments for Insurance Brokerage Services to Mesirow Insurance Services for property/casualty and health benefits coverage in the amount of \$116,000 and to CS Insurance Strategies, Inc., an MBE firm, for Crime, Bonds and Director's and Officers' Liability Insurance, in the amount of \$6,000, both for terms through October 2022.

Amendment for Property Management Services at the Richard J. Daley Center to MB Real Estate Services, Inc. This amendment exercises MB Real Estate's 2022 option year and will increase the amount of the contract by \$168,533.00. The scope of services included in his amendment are an extension of the services included in the original agreement.

Amendment for Comprehensive Digital Document Printing Services to Aloha Document Services, Inc., dba Aloha Print Group, Cross Rhodes Reprographics, and Cushing and Company. This amendment extends the term of the program-wide Agreements until the compensation of the Agreement is exhausted. Task Orders to be issued on a Project-specific basis. The scope of services included in this amendment are an extension of the services included in the original agreement.

Amendment for Information Technology Services to Catalyst Consulting in the amount of \$50,000.00. This amendment extends the term of the agreement through December 31, 2022. The scope of services included in this amendment are an extension of the services included in the original agreement.

Amendment for Project Development Services to The Roderick Group, Inc., d/b/a/ Ardmore Roderick Rodriguez and Associates Joint Venture, Cotter Consulting, and Comprehensive Construction Consulting. This amendment exercises the Consultant's term extension options through December 31, 2023. The amount of the proposed Amendment is \$8,500,000.00. The scope of services included in this amendment are an extension of the services included in the original agreement.

Amendment for Cost Estimating Services to CCS International, Inc., The Concord Group, Rider Levett Bucknall, and Vistara Construction Services. This amendment extends the term of the program-wide Agreements until the Compensation included in the Agreement is exhausted. Task Orders to be issued on a Project-specific basis. The scope of services included in this amendment are an extension of the services included in the original agreement.

Amendment for Construction Signage Services to Sign A Rama and Blueprint Shoppe. This amendment extends the term of the program-wide Agreements until the Compensation included in the Agreement is exhausted. Task Orders to be issued on a Project-specific basis. The scope of services included in this amendment are an extension of the services included in the original agreement.

Amendment for Constructability Review Services to A. Epstein and Sons International, Inc., Cullen Construction Management, Globetrotters Engineering Corp., and RADA Architects, Ltd. This amendment extends the term of the program-wide Agreements until the Compensation included in the Agreement is exhausted. Task Orders to be issued on a Project-specific basis. The scope of services included in this amendment are an extension of the services included in the original agreement.

Amendment for Architect of Record Services which extends the term of the following program-wide Agreements until the Compensation included in the Agreement is exhausted. Task Orders to be issued on a Project-specific basis. The scope of services included in this amendment are an extension of the services included in the original agreement.

Brook Architecture, Inc.  
Forma Architecture, Ltd.  
Tilton, Kelly +Bell, LLC  
Globetrotters Engineering Corp.  
Muller & Muller Architects  
STL Architects, Inc.

Moody Nolan, Inc.  
 Bauer Latoza Studio  
 RATIO Architects  
 Urban Works  
 Bailey Edward Design  
 Harding Mode Joint Venture  
 Milhouse Engineering & Construction  
 RADA Architects, Ltd.  
 Altusworks, Inc.  
 Wallin Gomez Architects  
 Studio ARQ, LLC  
 Koo, LLC  
 Johnson & Lee, Ltd.  
 Onyx Architectural Services  
 Doyle Architecture  
 Brush Architects  
 SMNG-A, (Schroeder Murchie Niemiec Gazda Auskanlis Architects, Ltd.)

Amendment for Engineer of Record Services to HBK Engineering, LLC. This amendment extends the term of the program-wide Agreement until the Compensation included in the Agreement is exhausted. Task Orders to be issued on a Project-specific basis. The scope of services included in this amendment are an extension of the services included in the original agreement.

The AO Committee accepted the reports from the Chief of Staff.

The Chief Development Officer reported on one Field Order that exceeded the reporting threshold. The full report is listed below;

**Belmont Cragin Elementary School** / General Contractor C1599 / Sollitt Sachi Joint Venture / Original Contract Value \$33,373,000.00

002	8/26/2021	\$13,243.40	Infill locations identified at damaged slab in existing Riis Park Field House basement.
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**Wendell Phillips Academy High School Annex** / General Contractor C1600 / Burling Builders, Inc./ Original Contract Value \$12,439,000.00

001	9/23/2021	\$140,564.11	Issue for Construction revisions, including permit revisions, PRA revisions, and design review comments.
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The Chief Development Officer also reported on two Change Orders approved since the last board meeting.

- A Change Order for liquidated damages in the credit amount of (\$76,287.89) at the Zapata Elementary School Annex and Renovations Project.
- A Change Order for Issue for Construction revisions including civil, landscaping, mechanical and electrical disciplines in the amount of \$584,001.14 at the Salt Dome Replacement Facility Project at Grand Avenue.

The AO Committee accepted the reports from the Chief Development Officer.

The meeting was adjourned.