



Reference #: 104-212-020

EMERGENCY PURCHASE STATEMENT / NOTICE OF AWARD

Agency: Capital Development Board Point of Contact: Kenneth Watkins

Location of Emergency: Pullman Factory Historic Site - Hotel Florence Annex

Vendor: Wiss, Janney, Elstner Associates, Inc. (22525)

Address: 10 South Lasalle St., Suite 2600 City: Chicago State: IL Zip: 60603

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 Department of Natural Resources ("DNR") notified the Capital Development Board ("CDB") that DNR requires Emergency Services at Pullman State Historic Site located in Cook County. Due to deferred maintenance of the Hotel Florence (1881) and Hotel Florence Annex (1910) -- CDB Building #HP411 -- the masonry and structural walls of the structure Hotel Florence Annex are rapidly deteriorating. During an inspection of the older Hotel Florence, the façade of the Hotel Florence Annex was observed to have deteriorated significantly in the last six months. Inner wythes (three courses of Pullman Common Brick) have been observed to be so deteriorated that, in some locations, the deteriorated mortar has failed (has become powder or has washed away completely). The exterior wythe of face brick has been observed in some locations to have separated from the structural wall by as much as six inches. Most lintels are also severely deteriorated. The south façade of the Hotel Florence Annex is increasingly likely to fail completely with each freeze/thaw.

The DNR is anticipating repairs and restoration of the Hotel Florence and Hotel Florence Annex as part of a future Public | Private Partnership (P3). However, the rapid deterioration of the wall over the last several months necessitates immediate repairs and stabilization and the DNR now seeks to move as quickly as possible to identify all failing masonry walls, lintels, and structure, and repair and stabilize these areas to prevent collapse in advance of more holistic repairs of the structure (as part of the future P3).

Immediate expenditure is necessary to repair and stabilize the Hotel Florence Annex masonry walls to remove a threat to public health and safety. While the collapse of the south wall of the Hotel Florence Annex will be contained within a secured light well, the DNR must access this light well to repair areas of the Hotel Florence Proper to prevent water infiltrating into the older structure. The potential for collapsing masonry prohibits contractors moving forward with repairs or DNR staff removing weed trees and other standard maintenance within the light well. Furthermore, the collapse of the Hotel Florence Annex masonry walls may damage the Hotel Florence proper; immediate expenditure is also necessary for repairs to State property to protect against further damage to State property.

Therefore, DNR has requested that CDB provide an assessment of the Hotel Florence Annex under an emergency declaration to determine what can be done to remedy the situation so that DNR can continue to make repairs to the Hotel Florence and to alleviate any public health/safety concerns.

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, an assessment and potential design services under the existing processes would likely not begin for



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several months. For this reason, an emergency purchase is necessary to provide an expedited assessment and potential design services to support shoring and/or repair work to the Hotel Florence Annex wall as quickly as possible.

Wiss, Janney, Elstner Associates, Inc., located in Chicago, IL, was selected because the firm has experience working with CDB and DNR on direct selection projects including CDB project #102-311-102, the firm is located close to the project site and has the capabilities to perform the work, and they are willing to provide expedited assessment and potentially design services for this emergency work.

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

The project scope provides for an engineering assessment of the existing structural and life safety conditions of Hotel Florence Annex, specifically focusing on the south wall. The inspection shall be performed by a firm with specific expertise in structural engineering inspections of historic (subject to Illinois Historic Preservation Agency) buildings, utilizing drones for accessing areas deemed hazardous to human occupancy. This inspection should address the feasibility and safety of continued use of the building and include an evaluation of different shoring and stabilization methods that can remain in place until a permanent solution can be initiated.

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.

In accordance with section 00 21 50 of the Standard Documents for Construction, the General Contractor shall perform no less than 20% of work with its own staff. Each other trade shall perform no less than 40% of work with its own staff. Work with own staff includes direct labor and supervision, as well as material purchases where the material is installed by the contractor.

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

Expected Start Date: Oct 23, 2023 Estimated End Date: Jan 20, 2024

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



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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 R. Miles Digitally signed by Chris R. Miles
Date: 2023.10.23 10:57:29 -05'00' Title: Executive II

SPO/CPO Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN
BURLINGHAM Date: 2023.10.23 11:19:22 -05'00' Date: Oct 23, 2023



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EMERGENCY PURCHASE EXTENSION

Agency: Capital Development Board Point of Contact: Kenneth Watkins

Location of Emergency: Pullman Factory Historic Site - Hotel Florence Annex

Vendor: Wiss, Janney, Elstner Associates, Inc. (22525)

Address: 10 South Lasalle St., Suite 2600 City: Chicago State: IL Zip: 60603

Extension Request

Original Emergency Term Start Date: Oct 23, 2023 Original Emergency Term End Date: Dec 31, 2025

Amount of original: \$215,405.00 (Current Contract) Actual or Estimated: Estimated

Requested Extension End Date: Jun 1, 2026 Amount of extension expenditure: (\$60,200.00) deduct

Actual or Estimated: Estimated

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

The original project scope provided for an engineering assessment of the existing structural and life safety conditions of Hotel Florence Annex, specifically focusing on the south wall. The inspection shall be performed by a firm with specific expertise in structural engineering inspections of historic (subject to Illinois Historic Preservation Agency) buildings, utilizing drones for accessing areas deemed hazardous to human occupancy. This inspection should address the feasibility and safety of continued use of the building and include an evaluation of different shoring and stabilization methods that can remain in place until a permanent solution can be initiated.

Moving forward, the scope of work is being revised to include design services needed to shore/stabilize the Hotel Florence Annex, specifically focusing on the south wall.

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:

Wiss, Janney, Elstner Associates, Inc.'s ("WJE") emergency contract is scheduled to expire on December 31, 2025.

The project reached substantial completion in August, 2025. All physical work is complete.

WJE indicates that the Construction Period Services budget was based on an assumed 10 week construction duration. The actual construction duration was approximately 18 weeks. Due to the extended construction period, WJE has exhausted the Basic Services and On-Site Representation fees, and an additional fee is being requested to complete the project close-out documentation and paperwork. Additionally, WJE indicates that two of the optional additional services (Task 7 – Basement Leakage Investigation and Task 8 – Structural Assessment & Analysis) were not performed, resulting in a credit to the contract total. Therefore, a modification is being requested in the amount of (\$60,200) as a deduction to the contract, subject to CDB and CPO approval.

WJE is requesting consideration to extend the emergency declaration through June 1, 2026, to allow for the processing of a final modification against an active contract, subject to approval, to allow for assistance with close-out of the contractor's emergency contract, and to allow for complete close-out of WJE's Professional Services Agreement.

CDB requires Wiss, Janney, Elstner Associates, Inc. 's continued participation on this project as they are now most familiar with the site, and they are required to assist CDB with close-out procedures.



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Section 20-30(a) of the Procurement Code provides that a contract for an emergency may be extended beyond 90 calendar days with the approval of the chief procurement officer (CPO). Prior to execution of the extension, the CPO shall receive this completed form along with all applicable supporting documentation justifying the extension within 14 calendar days prior to the expiration of the contract. The duration of the extension shall be limited to the scope of the emergency.

Signatures

I am requesting an extension of the requested emergency contract and attest that it is limited to the scope of the emergency. 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 R. Miles, CDB Digitally signed by Chris R. Miles, CDB Date: 2025.12.18 13:50:18 -06'00' Title: Executive II

Extension Determination

This justification for emergency extension will be posted to the Procurement Bulletin within seven days after execution of the contract change.

SPO Comments:

Signatures

The State Purchasing Office recommends approval of the extension request.

SPO Signature: Natashia E Ramirez Digitally signed by Natashia E Ramirez Date: 2025.12.19 10:03:31 -06'00' Date: 12-19-2025

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 152 calendar days.

CPO Signature: KENNETH TODD MORRIS Digitally signed by KENNETH TODD MORRIS Date: 2025.12.19 11:56:46 -06'00' Date: Dec 19, 2025