



CHIEF PROCUREMENT OFFICE

Art Moore, Capital Development Board

Reference #: 321-010-104

EMERGENCY PURCHASE STATEMENT / NOTICE OF AWARD

Agency: Capital Development Board Point of Contact: Mark Hendricks

Location of Emergency: Alton Mental Health Center - Holly Hall, Willow Hall, Maple Hall

Vendor: Farnsworth Group, Inc. (34404)

Address: 391 Frank Scott PKWY East, Suite A City: Fairview Heights State: IL Zip: 62208

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:

On August 30, 2019, the Centers for Medicare and Medicaid Services (Federal CMS) approved a Corrective Action Plan (CAP) submitted by the Illinois Department of Healthcare and Family Services (HFS) in response to deficiencies outlined in a December 2018 and February 2019 Federal inspections. The CAP is to correct areas where the State of Illinois is out of compliance with Federal Medicaid laws for, among other reasons, failure to allow beneficiaries to respond and provide renewal forms or necessary information through any of the modes of submission which includes telephone, (specifically, HFS as the State Medicaid Agency and the Illinois Department of Human Services (DHS), the agency that makes determinations on public benefits). This CAP includes a plan to create a new call center at Alton to address these findings and it is to be fully functional on April 1, 2020. Therefore, DHS has asked that CDB procure vendor(s) under an emergency declaration to renovate the first floor of Holly Hall into a call center. The call center is necessary to alleviate wait times as high as 50 minutes and abandonment rates well exceeding 50%. This potentially endangers hundreds of thousands of Illinoisans and puts them at risk for not having food or getting needed medical attention if they cannot reach DHS to apply for public benefits. Not only is the State of Illinois under a CAP from federal CMS, but we are also under a CAP from the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) on SNAP benefits (for timeliness issues). Lawsuits against the State on not being timely have been successful, and advocates and legislators are pressuring the State of Illinois to eliminate the Medicaid backlog. Any further delays in our ability to serve our customers will not be tolerated by federal CMS, federal FNS, State legislators, advocates and stakeholders, or the community we serve. 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, renovations at Holly Hall under the existing processes would likely not begin for several months. For this reason, an emergency purchase is necessary for design services to renovate Holly Hall as quickly as possible to provide timely benefits to applicants, comply with the CAPs, and avoid the loss of any federal resources the State is otherwise entitled to from the Federal Government. Farnsworth Group Inc. was selected because they are relatively in close proximity to the site, have the necessary expertise, are currently on the site for another active CDB project, and they can respond immediately to this request for emergency services.

REVISED/UPDATE (03/12/2020): The scope has expanded to include adding a new Statewide Processing Center ("SPC") at Alton Mental Health Center which will require additional temporary workspace in Willow Hall as well as permanent workspace in Maple as suggested by the A/E of record and approved by CDB. When manpower estimates and case-load analysis was being developed it became apparent that when incorporating the incoming applications which would increase simultaneously into the already backlogged workload, an approximate 30 additional personnel would be required at Alton Mental Health Center in order to meet processing demands and to comply with the Federally mandated Corrective Action Plan. The necessary increase of personnel requires the expeditious construction of additional infrastructure and/or workspace. To meet the deadlines outlined in the CAP, temporary space



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must be constructed in Willow before more permanent, extensive improvements can be made in Maple as this additional space for a SPC needs to be operational with fully trained staff before October 2020. As DHS has maximized the capability of existing staff and processes, it was determined that additional staff would be necessary to ensure the backlog is reduced. Therefore, an additional SPC focused exclusively on renewals would allow DHS to eliminate the existing backlog and also help maintain the caseload going forward once the newly eligible individuals start getting renewed this calendar year. Additionally, this SPC would allow for telephonic re-determinations, which means customers don't have to take time away from work or family to go to a local office or mail a for where they might have missed some vital information.

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 renovate the existing interior space for approximately 80 workers. The work includes removal of existing walls and finishes, the creation of new toilet rooms, office space, and breakroom. The existing electrical must be replaced and HVAC system must be modified to accommodate the increased occupant load. The existing entrances will have to be modified for accessibility. The existing elevator must be repaired. A new parking lot will be constructed to accommodate the increased occupancy of the building. This project includes the removal of asbestos-containing materials. Lead removal may also be 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 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.

REVISED/UPDATED (03/12/2020): The scope of work also includes design services for the renovation of Willow Hall into a temporary workspace for a Statewide Processing Center ("SPC") as well as design services for the renovation of Maple Hall for permanent workspace.

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: Oct 21, 2019 Estimated End Date: Jul 1, 2020

Amount of this expenditure is: \$285,000.00 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 Miles Digitally signed by Chris Miles
Date: 2020.03.13 09:49:11 -05'00' Title: Executive II

SPO/CPO Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN
BURLINGHAM Date: 2020.03.13 10:06:36 -05'00' Date: Mar 13, 2020



CHIEF PROCUREMENT OFFICE

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Reference #: 321-010-104

EMERGENCY PURCHASE EXTENSION

Agency: Capital Development Board Point of Contact: Mark Hendricks

Location of Emergency: Alton Mental Health Center - Holly Hall, Willow Hall, Maple Hall

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Address: 391 Frank Scott PKWY East, Suite A City: Fairview Heights State: IL Zip: 62208

Extension Justification

Original Emergency Term Start Date: Oct 21, 2019 Original Emergency Term End Date: Jul 1, 2020

Amount of original: \$141,100.00 (Current Contract) Actual or Estimated: Estimated

Extension Hearing Date: Jun 18, 2020 Requested Extension End Date: Dec 1, 2022

Amount of extension expenditure: TBD Actual or Estimated:

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

The original scope of work provided for design services to renovate the existing interior space for approximately 80 workers. The work includes removal of existing walls and finishes, the creation of new toilet rooms, office space, and breakroom. The existing electrical must be replaced and HVAC system must be modified to accommodate the increased occupant load. The existing entrances will have to be modified for accessibility. The existing elevator must be repaired. A new parking lot will be constructed to accommodate the increased occupancy of the building. This project includes the removal of asbestos-containing materials. Lead removal may also be required. Additional scope of work was then added to include design services for the renovation of Willow Hall into a temporary workspace for a Statewide Processing Center ("SPC") as well as design services for the renovation of Maple Hall for permanent workspace.

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 work remains the same to include the original work in Holly Hall and the addition of design services for the renovation of Willow Hall and Maple Hall. The renovation work at Holly Hall, Willow Hall and Maple Hall are directly in support of the Federally mandated Corrective Action Plan and still need expedited as quickly as possible.

The project team had a substantial completion walk-through and Holly Hall was turned over to DHS on May 14, 2020. The parking lot will be completed within the next two weeks. The elevator is scheduled to be delivered by mid June and wiring/installation is scheduled for completion by late June/early July. Once completed, the project team will need additional time for any punch-list items and close-out of the contractor's time and material contract. Additionally, this project was stopped on March 19, 2020 as a result of the coronavirus pandemic and restarted on April 21, 2020.

The project team continues to assess what will be needed for the temporary work space in Willow Hall as well as cost estimates to determine how we move forward. Procurement methods for the temporary work space in Willow Hall will be determined after Farnsworth provides the exact scope of work and cost estimates.

The project team has provided a schedule for the added scope of design services for the permanent workspace in Maple Hall, to include design, reviews, bidding, construction and close-out. The time-line for completion will be approximately 60 weeks for design and construction services. The renovation work at Maple Hall will be bid under the normal procurement processes. However, Farnsworth will provide every effort to expedite the design as quickly as possible and the extension request is not only to allow for the completion



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of design and construction services but allows for any unforeseen conditions in construction or delays in material lead-times. Based on the schedule, CDB is requesting an emergency purchase extension through December 1, 2022 to allow for the completion of all emergency work, including any unforeseen conditions and lead-times, as well as complete close-out of the project. CDB requires Farnsworth'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: 2020.05.29 11:21:41
-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:

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 :2:00 p.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 # 133-292-3603

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

The Farnsworth Group, Renovation of Holly Hall, Alton Mental Health Center, CDB # 321-010-104

Limbaugh Construction, Renovation of Holly Hall, Alton Mental Health Center, CDB # 321-010-104

WRF Engineers, Replace Emergency Duress Notification System, Chester Mental Health Center, CDB # 321-087-050

Brown Electric, , Replace Emergency Duress Notification System, Chester Mental Health Center, CDB # 321-087-050



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Hearing Disposition

Hearing Date: Jun 18, 2020 Hearing Location: via WebEx from 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 the hearing: Mark Hendricks, CDB-Project Manager (PM); Tim Patrick, CDB-Region 3 Manager; Chris Miles, CDB Emergency Coordinator; Jared Heller, Farnsworth Group;

The PM provided a current status. The scope of work remains the same to include the original work in Holly Hall and the addition of design services for the renovation of Willow Hall and Maple Hall. The renovation work at Holly Hall, Willow Hall and Maple Hall are directly in support of the Federally mandated Corrective Action Plan and still need expedited as quickly as possible.

The project team had a substantial completion walk-through and Holly Hall was turned over to DHS on May 14, 2020.

The elevator, which had to be replaced, is scheduled to be delivered by mid June and wiring/installation is scheduled for completion by late June/early July. Once completed, the project team will need additional time for any punch-list items and close-out of the contractor's time and material contract. Additionally, this project was stopped on March 19, 2020 as a result of the coronavirus pandemic and restarted on April 21, 2020. The AE provided a schedule for the added scope of design services for the permanent workspace in Maple Hall, to include design, reviews, bidding, construction and close-out. The time-line for completion will be approximately 60 weeks for design and construction services. The renovation work at Maple Hall will be bid under the normal procurement processes, however, Farnsworth will provide every effort to expedite the design as quickly as possible and the extension request is not only to allow for the completion of design and construction services but allows for any unforeseen conditions in construction or delays in material lead-times. Based on the schedule, CDB is requesting an emergency purchase extension through December 1, 2022 to allow for the completion of all emergency work, the renovation of Maple Hall, and to allow for any unforeseen conditions and lead-times, as well as complete close-out of the project. Farnsworth's current contract amount for this Emergency is \$351,700.00. A modification for the Maple Hall renovation design efforts and bid package will be submitted once the fees are negotiated and finalized. SPO Burlingham concurs with extending Farnsworth's contract to December 1, 2022 and recommends approval.



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Signatures

Hearing Officer recommends approval of the extension request.

Hearing Officer Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN BURLINGHAM Date: 2020.06.19 10:09:50 -05'00' Date: Jun 19, 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 883 calendar days.

CPO Signature: Arthur L Moore Digitally signed by Arthur L Moore Date: 2020.06.19 11:58:17 -05'00' Date: Jun 19, 2020



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EMERGENCY PURCHASE FINAL COST AND TERM

Agency: Capital Development Board Point of Contact: Mark Hendricks

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Final Costs and Term

Final total cost of supplies and services: \$257,602.78 Final total term of contract: 1137 Days

I am reporting the final costs and term for the referenced emergency contract to the CPO and the Auditor General.

Agency
Signature: Chris Miles Digitally signed by Chris Miles
Date: 2022.12.08 15:54:46
-06'00' Title: Executive II

Printed Name: Chris Miles Date: Dec 8, 2022