

**evanston** public library



**EVANSTON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
LIBRARY FACILITIES COMMITTEE**

**Wednesday, November 16, 2022**

**5:30 pm**

**In person and remote meeting**

## **Remote Access Information**

The Board of Trustees of the Evanston Public Library will hold its monthly meeting remotely. There are two ways to access the meeting, and it's pretty simple: on your computer or a phone.

**Evanston Public Library is inviting you to a scheduled Zoom meeting.**

**Topic: EPL Board Meeting-Facilities Committee**

**Time: November 16, 2022 05:30 PM Central Time (US and Canada)**

### **Join Zoom Meeting**

<https://us06web.zoom.us/j/87361842259>

+1 312 626 6799(Chicago) is the closest number.

The full list of US numbers:

- +1 3126266799 (Chicago)
- +1 6465588656 (New York)
- +1 3017158592 (Washington D.C.)
- +1 3462487799 (Houston)
- +1 6699009128 (San Jose)
- +1 2532158782 (Tacoma)

Please sign up to provide public comment by phone or video during the meeting by completing this google form: <https://forms.gle/ENo3s6XsH1X1pRdu5>

### **Zoom Tips**

- Proper etiquette for virtual meetings is to mute your microphone unless you are talking. This makes it much easier for everyone else to hear and eliminates background noise.
- If you are connecting with a computer, your microphone is automatically muted.
- If you are connecting with a phone, please mute your audio.
- This meeting will be recorded (video and audio) as required by law.



## **FACILITIES COMMITTEE MEETING**

**Main Library, Falcon Room**

**5:30 P.M.**

**Wednesday, June 15, 2022**

**In person and remote**

Members of the public are invited to provide comments in-person during the Public Comment portion of the meeting or by submitting written comments in advance via the following link:

<https://forms.gle/ENo3s6XsH1X1pRdu5> Written comments will be attached to the Board minutes and distributed to Trustees.

### **AGENDA**

**1. CALL TO ORDER / DECLARATION OF QUORUM**

**2. PUBLIC COMMENT**

**Not to exceed 45 minutes**

**3. NEW BUSINESS**

- **Approval for Professional Engineering Services from Grumann Butkus Associates (GBA) an Evanston Business Enterprise in the amount of \$25,000.**
- **Update on major roofing repairs**

**4. ADJOURNMENT**

The City of Evanston and the Evanston Public Library are committed to ensuring accessibility for all citizens. If an accommodation is needed to participate in this meeting, please contact the Library at 847-448-8650 or TDD/TTY number 847-866-5095 at least 48 hours in advance of the meeting so that arrangements can be made for the accommodation if possible.



# Memorandum

To: Evanston Public Library Facilities Committee and Board of Trustees  
Heather Norborg – Interim Library Director

From: John Devaney Facilities Manager

Subject: Mechanical Engineering – Boiler Replacement FY 2023 CIP

Date: October 31, 2022

Library Facilities recommend the Library Board accept and approve the mechanical engineering proposal from Grumman Butkus Associates (GBA) in the amount of \$25,000 for the development of mechanical drawings, bid review and equipment selection for the house heating boilers located at the Evanston Main Library. This boiler replacement project is listed as a 2023 Capital Improvement Project (CIP). The engineering design development portion will be funded through the 2023 Library Capital Improvement Fund 187.48. 4862.65515.

During October 2022, Library facilities reached out to three (3) experienced mechanical engineering firms including one (1) Evanston Business Enterprise (EBE). All were given a full scope of work necessary to develop the mechanical engineering, mild construction administration program, specification development permitting/construction for a full boiler replacement upgrade. We requested a response from the firms by October 17, 2022. On 10/17/2023 EPL received two (2) responses to our inquiries. GBA with a qualifying bid of \$25,000, BTR Engineers with a note mentioning that they could not accept any additional work, and no response from dbHMS Engineers.

The engineering phase for a 2023 CIP project would normally be bid during Q1 the year of construction but due to the construction industry experiencing unprecedented global pricing and availability pressures for many key mechanical components the decision was made to begin the process now. This early start will minimize potential price increases and project delays.

**2023 MAIN BOILER UPGRADE ENGINEERING**

<b>2023 BOILER ENGINEERING</b>	<b>Cost</b>
<b>GBA (EBE)</b>	<b>\$25,000</b>
<b>BTR ENGINEERS</b>	<b>No Bid</b>
<b>dbHMS ENGINEERS</b>	<b>No Bid</b>
<b>ENGINEERING TOTAL</b>	<b>\$25,000</b>

**ATTACHED:**

- GBA Proposal
- Email from BTR Engineers response to inquiry.

October 17, 2022

John Devaney  
Manager  
Evanston Public Library  
1703 Orrington Avenue  
Evanston, IL 60201

Re: City of Evanston  
EPL Boiler Replacement  
GBA #P22-1142-00

Dear John:

Grumman|Butkus Associates (GBA) is pleased to submit this proposal for the design and construction administration phase services associated with the above-mentioned project.

### **SCOPE OF THE PROJECT**

1. The scope of the project involves the replacement of two 4,500 MBH gas fired boilers at the Evanston Public Library.
2. It is our understanding that the boilers will be replaced with boilers of similar capacity. We do not anticipate any changes to the pumping system or major reconfiguration of the system.
3. We understand that the project will be bid as one project, constructed in one (1) phase and will be governed by a General Contractor construction type of agreement between Owner and Contractor.
4. HVAC work includes:
  - a. Demolish existing boilers.
  - b. Install two new boilers. Make connections to gas, venting and hot water piping system.
  - c. Connect to existing venting system or specify new venting as required.
  - d. Temperature controls will be provided from the existing building automation system in the facility.
5. Plumbing work includes:
  - a. Incidental plumbing work may be required for possible make-up water and drainage.
6. Fire protection work includes:
  - a. We do not anticipate any fire protection work.
7. Electrical work includes:
  - a. Demolition of power connections to equipment to be removed.

- b. Provide new power connections for new equipment.

## SCOPE OF GBA'S BASIC SERVICES

1. Perform a site survey. Owner shall provide as-built drawings and access to spaces. Additional field survey required due to a lack of accurate as-built drawings or inability to access spaces will be provided as an Additional Service.
2. Code analysis and review of project design/documentation with local authorities having jurisdiction.
3. System design including calculations as well as coordination with required design team members.
4. Cost estimates are by others
5. Preparation of drawings using AutoCAD. Owner to provide building drawings in AutoCAD (floor plans).
6. Specifications shall be in book format.
7. Bid phase services to include:
  - a. Attendance at one pre-bid conference/site tour.
  - b. Answering contractors' questions.
  - c. Issuing addenda.
  - d. Reviewing bids received and making recommendations to Owner.
  - e. Value engineering, if required, shall be provided as an Additional Service.
8. Construction phase services shall include:
  - a. A written response to each request for information.
  - b. Shop drawing review.
  - c. Four (4) field visits with corresponding field observation report.
  - d. Punch list preparation (follow-up site visit would be billed as an Additional Service) along with review of closeout documentation during the construction administration phase.
9. The scope of work and fee is based on the following assumptions and service limitations:
  - a. Testing and verification of existing mechanical and electrical equipment performance is not included. Performance of existing equipment will be determined strictly by reviewing existing documentation and conducting a cursory physical field survey.
  - b. Central service modifications are **not** included in the scope of our Basic Services including, but not limited to, cooling plants, heating plants, steam/condensate plants, domestic hot and cold water, sanitary/waste/vent systems, storm water systems, air handling systems, temperature control systems, lightning protection, normal power, essential power, fire alarm and low voltage voice/data systems except as noted above.

- c. Energy analyses, infrastructure studies, due diligence studies or building pressurization analyses are **not** included in the scope of our Basic Services.
- d. The following services are by Others (either sub-consultants to the Architect or sub-consultants / vendors contracted by Owner):
  - i. Arc flash and coordination studies of the electrical system. The owner shall retain the installing contractor or an independent third party to complete these studies.
- e. Document reviews by Owner are assumed to be at 90% complete. Document changes after completed or partially completed work is reviewed or approved by Owner may require Additional Services.
- f. This fee proposal assumes that one (1) bid package will be required. If additional bid packages are required, GBA's Basic Services fee and expense limit may be adjusted to account for these Additional Services.
- g. Contractor is responsible for the procurement of permits.
- h. Owner- initiated changes after completed work generated by GBA is transmitted to the Architect for review and approval and Owner- or Architect-initiated changes which are simply transmitted to GBA within one (1) week of a deliverable date may require Additional Services and/or extension of the deadline.
- i. Commissioning services are not included.
- j. LEED consulting is not included.

## PROJECT SCHEDULE

1. We will commit to meeting any reasonable schedule to which we have had some input.

## COMPENSATION

1. GBA's Basic Services shall be a lump sum fixed fee of Twenty Five Thousand Dollars
2. We will bill our time as follows:
 

Design	\$18,000
Bid/Negotiation	\$1,500
Construction Administration	\$5,500
3. Our hourly rates are shown in Exhibit A along with our collection terms. The hourly rates shall be used only for Additional Services.
4. Reimbursable expenses are included in our fee,
5. The total proposed contract amount, including Basic Services and reimbursable expenses, is **Twenty Five Thousand Dollars**.




## GENERAL

This project will be governed by the Owner's master agreement for consulting services, to which this letter will be appended as an exhibit.

Direction to GBA to provide any of the services described in this proposal after receipt of this document shall be deemed acceptance of all of the terms and conditions contained herein without limitations.

We look forward to this interesting project. Thank you for the opportunity to submit a proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Tsingas", with a long horizontal line extending to the right.

John Tsingas PE

Vice President

Enclosures: Terms and Conditions for Consulting Services

Exhibit A, Hourly Rates

m:\proposals\city of evanston\2022\10 14 epl boiler replacement\city of evanston - evanston public library boiler replacement gba proposal.docx

**EXHIBIT A  
HOURLY BILLING RATES  
GRUMMAN | BUTKUS ASSOCIATES**

**THIS INFORMATION IS CONFIDENTIAL**

Senior Principal	\$275
Principal	\$268
Associate	\$231
Project Manager	\$188
Senior Project Engineer	\$165
Project Engineer	\$140
CAD Coordinator	\$140
Engineer	\$123
BIM CAD Specialist	\$95
Project Coordinator	\$90
Non-Technical	\$90

These rates are subject to revision in January of each year.

All amounts due Grumman | Butkus Associates shall be payable upon presentation of an invoice which shall be rendered from time to time but not more frequently than monthly. Invoiced amounts for professional time shall be billed at the hourly rates cited above for the time incurred on the project. Reimbursable expenses shall be included on invoices as the expenses are incurred. Any franchise, sales, service, use and/or value-added taxes levied by any governmental authority which would be deemed applicable by Grumman | Butkus Associates will be invoiced in addition to any stated fee and/or reimbursable limits.

Grumman | Butkus Associates reserves the right to suspend work or terminate this Agreement and charge 1.5% interest per month on invoiced amounts when invoices are sixty (60) days past due. All attorney fees, court costs, accrued interest and other collection costs incurred during collection procedures for delinquent accounts shall be paid to Grumman | Butkus Associates.