

## **Buildings & Sites Committee Meeting**

Tuesday, November 2, 2021 8:00 AM

Grodsky Administration Building, 700 N Schoenbeck Rd, Prospect Heights, IL  
60070

### **I. Call to Order**

### **II. Discussion Items**

A. Discussion of Summer 2021 Work

B. Lost Time - Overtime Report

C. Extended Day Program Office Furnishings -  
Update

D. Projector Replacement Schedule

E. Annual Regional Office of Education (ROE) &  
Fire Marshall Walk Through - Update

F. City of Prospect Heights - Easement Discussion

G. Summer 2022 Work & Schedule

H. Approval of Disposals

I. Water, Water, Everywhere!!

### **III. Old Business**

### **IV. New Business**

### **V. Adjournment**

MASTER PROJECT TRACKING 2021

			C	D	E	F	G	H	I
			BASE BID AND ALTERNATES			INCLUDED WITHIN TOTAL CONTRACT			
WORK	VENDOR	ORIGINAL CONTRACT	CURRENT CONTRACT	COMPLETED AND PAID YTD	REMAINING BALANCE TO BE PAID	PROJECT CONTINGENCIES	CHANGE ORDER TAG	CHANGE ORDER AMOUNT	CONTINGENCIES REMAINING
HVAC	EMCOR	\$421,000.00	\$421,000.00	\$362,892.00	\$58,108.00	\$15,000.00			\$15,000.00
ROOFING	L MARSHALL	\$485,000.00	\$485,000.00	\$420,419.70	\$64,580.30	\$16,698.00			\$16,698.00
BUILDING AUTOMATION	HONEYWELL	\$148,000.00	\$148,000.00	\$77,360.00	\$70,640.00	\$10,000.00			\$10,000.00
HVAC Commissioning	E Cube	\$24,000.00	\$24,000.00	\$11,134.80	\$12,865.20	\$0.00			\$0.00
<b>UPDATED 10.27.21</b>	SUBTOTALS	\$1,078,000.00	\$1,078,000.00	\$871,806.50	\$206,193.50	\$41,698.00		\$0.00	\$41,698.00

Report -Prospect Heights School District 23  
 PERIOD: 10/01/21 -10/27/21

EMPLOYEE	REG	OT1	OT2	VAC	HOL	SIC	OTH	TOTAL
<b>CUSTODIAN DAY SHIFT</b>								
1 <a href="#">Jose Blanco</a> -334306	141:45	18:30					8:00	168:15
2 <a href="#">JoAnn Brant</a> -1000022	139:30	22:30						162:00
3 <a href="#">Richard Ewanio</a> -665428	133:00	20:15						153:15
4 <a href="#">Miguel Rubio</a> -527342	144:30	61:00						205:30
Total:	558:45	122:15					8:00	689:00
<b>CUSTODIAN NIGHT SHIFT</b>								
1 <a href="#">Janina Babon</a> -1000114	144:00	20:00						164:00
2 <a href="#">Juan Chavez-Munoz</a> -928405	72:30	5:00				72:00		149:30
3 <a href="#">Richard Ewanio</a> -665428	9:30							9:30
4 <a href="#">Ma del Socorro Gonzalez de Ruiz</a> -1000213	144:00	:30						144:30
5 <a href="#">Brian Hitzeman</a> -348398	149:00	4:00						153:00
6 <a href="#">Jose Marroquin</a> -1000138	120:00	17:30		32:00				169:30
7 <a href="#">Carlos Rubio</a> -628904	143:00							143:00
8 <a href="#">Gordana Zecevic</a> -1000193	128:00	:30				16:00		144:30
Total:	910:00	47:30		32:00		88:00		1077:30
<b>CUSTODIAN PART TIME</b>								
1 <a href="#">Rodolfo Jimenez</a> -1000194	68:15						4:00	72:15
2 <a href="#">Esaud Mejia Platero</a> -1000250	75:00							75:00
Total:	143:15						4:00	147:15
<b>CUSTODIAN WEEKEND SHIFT</b>								
1 <a href="#">Richard Ewanio</a> -665428	5:00							5:00
<b>PORTER</b>								
1 <a href="#">Thomas Vergil</a> -1000165	128:00			16:00				144:00
Grand Total :	1745:00	169:45		48:00		88:00	12:00	2062:45

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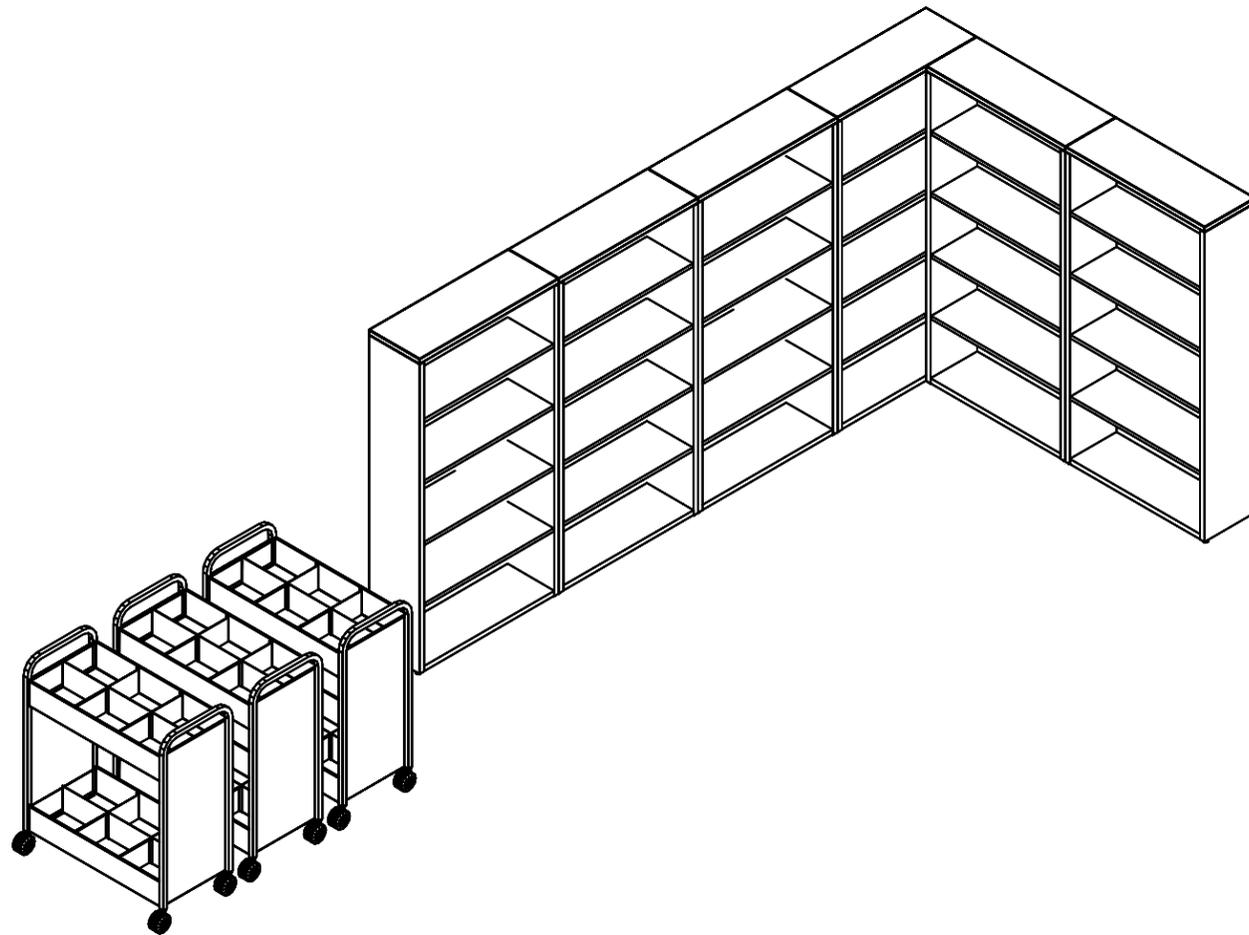
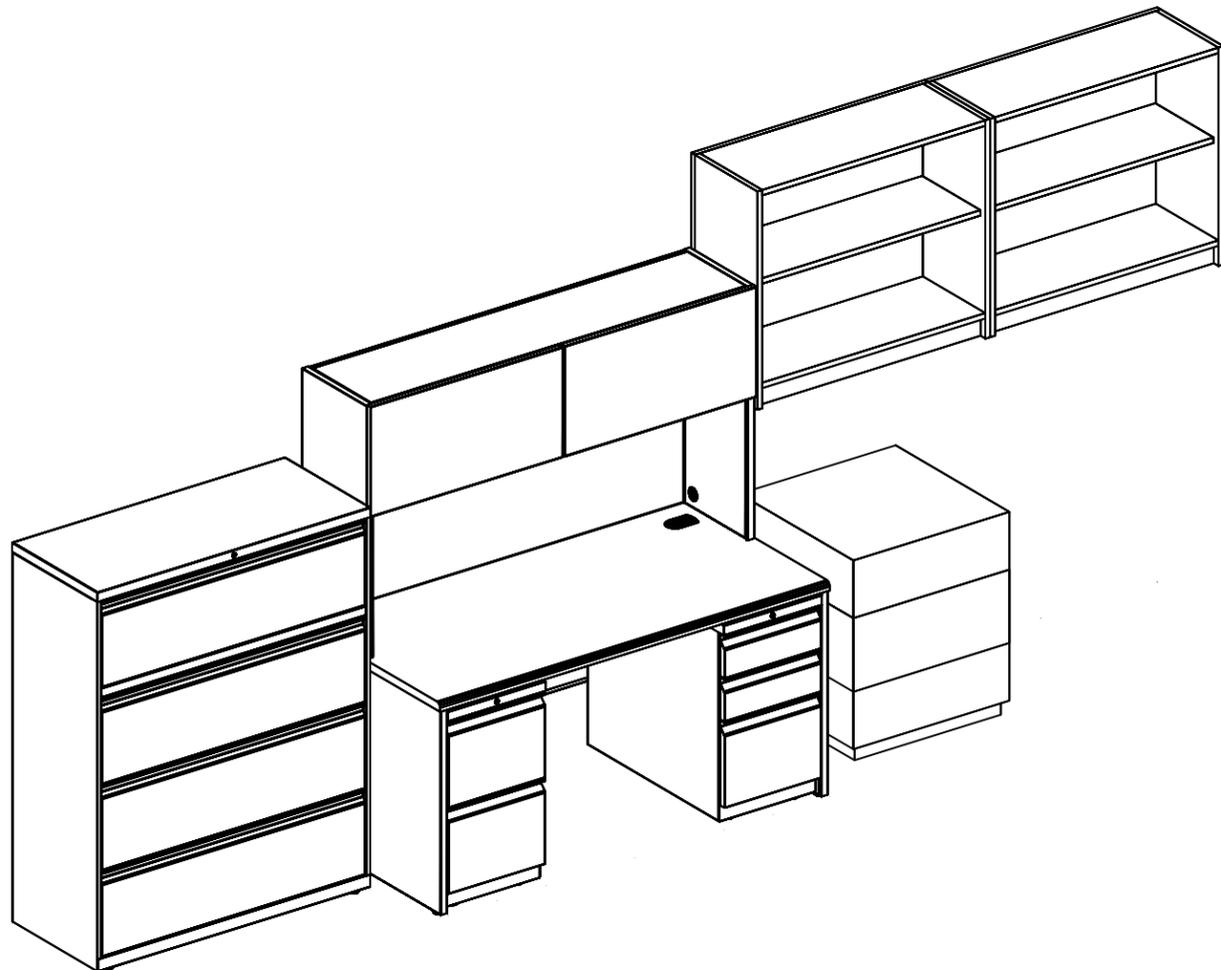
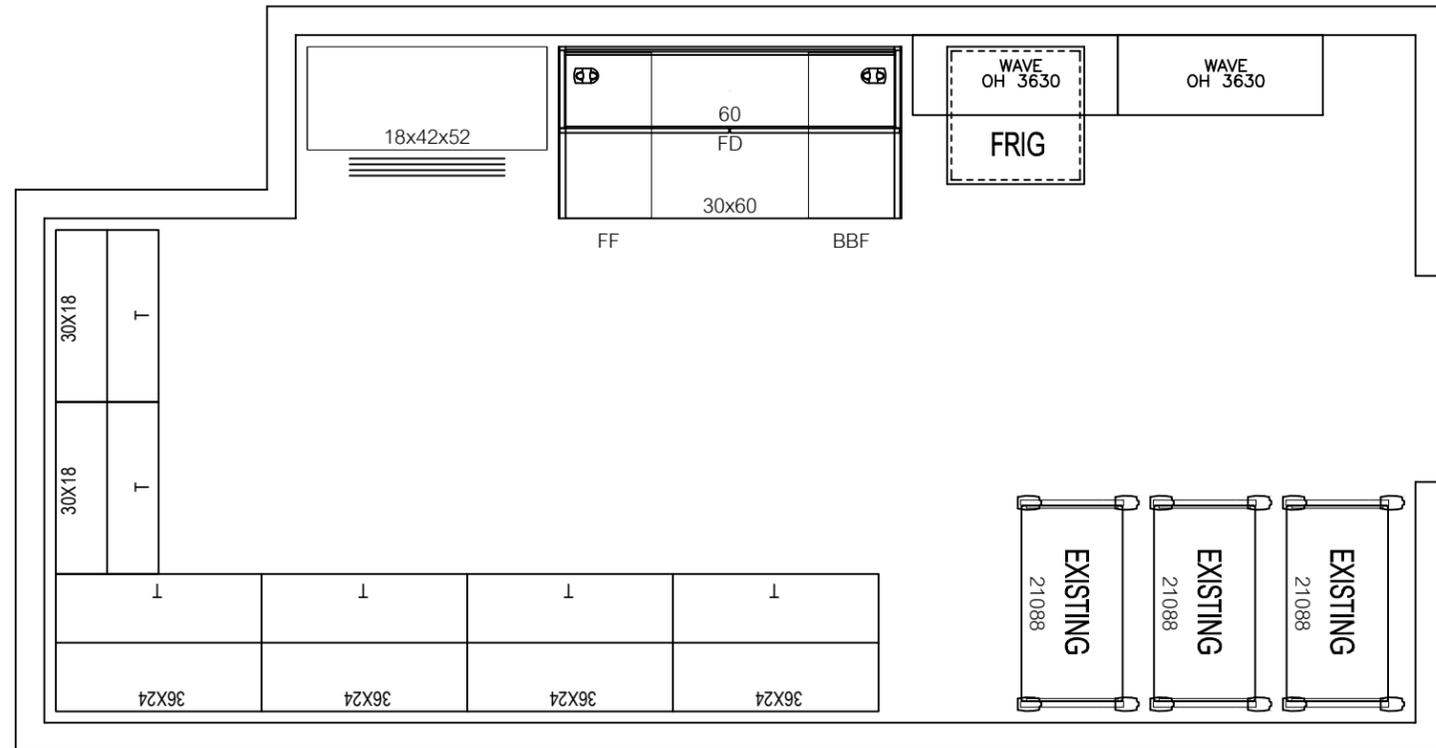


Lowery McDonnell Company

960 Lively Boulevard, Wood Dale, Illinois 60191  
Main Phone: 630.227.1000  
Fax: 630.227.1010  
www.lowerymcdonnell.com

CLIENT:  
PROSPECT HEIGHTS  
SCHOOL DISTRICT 23

SHEET TITLE:  
ROSS  
ELEMENTARY SCHOOL  
EDP OFFICE



ACCT EXEC: DAVE TATGE  
 DESIGNER: S. MARCINIAK  
 SCALE: 3/8" = 1'-0"  
 DATE: 10.04.2021

REVISIONS: 10.07.2021  
 10.27.2021  
 \_\_\_\_\_  
 \_\_\_\_\_

THIS DESIGN AND PLANS ARE THE PROPERTY OF LOWERY MCDONNELL COMPANY AND HAVE BEEN GENERATED FOR THE CLIENT LISTED ABOVE. THEY ARE NOT TO BE USED FOR CONSTRUCTION. THEY ARE NOT TO BE REPRODUCED OR DISTRIBUTED FOR ANY OTHER PROJECT WITHOUT WRITTEN PERMISSION FROM LOWERY MCDONNELL COMPANY.



**Lowery McDonnell Company**  
A DIVISION OF WAREHOUSE DIRECT

960 Lively Blvd.  
Wood Dale, IL 60191  
630-227-1000  
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www.lowerymcdonnell.com

**TO: Ms. Amy McPartlin**  
Chief School Business Official  
Prospect Heights SD 23  
700 N. Schoenbeck Road  
Prospect Heights, IL 60070

**DATE:** October 27, 2021  
**SUBJECT:** Ross Elementary School  
EDP Office

**PROPOSAL**

**We are pleased to provide the following quotation for your consideration:**

Qty	Description	Unit Price	Extension
<b>Office Furniture &amp; Storage Shelving (Per Attached Layout)</b>			
1	Options Double Pedestal Desk, 30" x 60", Pencil Drawer & Pop Up 2AC Power Module		\$1,265.00
1	Options Closed Overhead Hutch, 60"W x 44"H, Fabric Tackboard		894.00
1	Steel Lateral File, 4-Drawer, 42"W x 54"H, Front to Back Filing Rails, Top Cap		1,440.00
2	Open Wall Cabinets, 36"W x 14"D x 30"H	\$325.00	650.00
4	Aurora Quik-Lok Shelving Units, 36"W x 24"D x 85"H, 6-Shelves	611.00	2,444.00
2	Aurora Quik-Lok Shelving Units, 30"W x 18"D x 85"H, 6-Shelves	509.00	1,018.00
	Inside Delivery, Installation & Rubbish Removal		1,040.00
<b>Total Cost, Delivered Only:</b>			<b>\$8,751.00</b>

Delivery about 8 weeks after receipt of PO and finish selections

Thank you for this opportunity to be of service. Please call if you have any questions.

TERMS

- Prices are Net 30 days and include tailgate delivery.
- Change in quantity ordered may affect prices.
- Subject to acceptance within 45 days.
- Unit Prices do not include installation.

Accepted:

By: \_\_\_\_\_

Title: \_\_\_\_\_

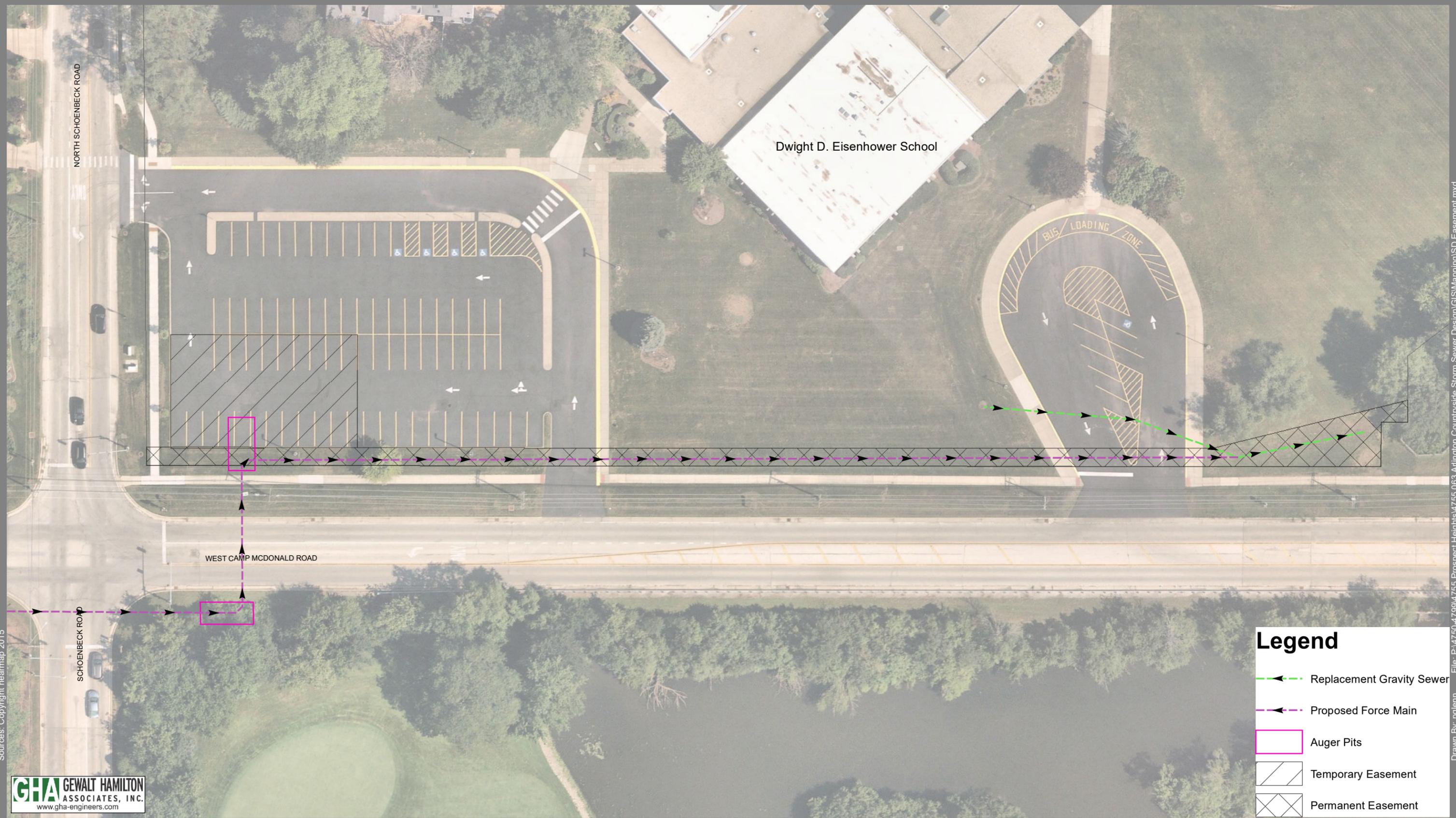
Date: \_\_\_\_\_

Presented:

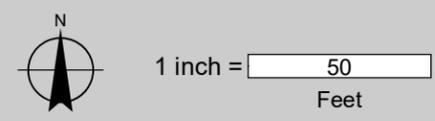
By: Dave Tatge

Dave Tatge, Ext. 232

dtatge@lmcinc.net



Sources: Copyright nearmap 2015



**Legend**

- Replacement Gravity Sewer
- Proposed Force Main
- Auger Pits
- Temporary Easement
- Permanent Easement

# Easement Exhibit

## Arlington Countryside Storm Sewer

File: P:\4750-4799\4755 Prospect Heights\4755.063 Arlington Countryside Storm Sewer Design\GIS\Mapping\SD Easement.mxd  
Drawn By: pglenn



October 12, 2021

Ms. Amy McPartlin  
 Assistant Superintendent for Finance and Operations  
 Prospect Heights SD23  
 700 N. Schoenbeck Rd.  
 Prospect Heights, IL 60070

RE: PROJECT AUTHORIZATION  
 2022 ROOF REPLACEMENTS  
 AT MACARTHUR MIDDLE SCHOOL  
 & SULLIVAN ELEMENTARY SCHOOL

Prospect Heights School District 23 (Owner) authorizes ARCON Associates, Inc. (Architect) to provide professional services for the Project identified herein, which professional services shall be subject to the terms and conditions of the AIA B101 Master Agreement dated June 6, 2016 unless specifically provided otherwise in this Project Authorization.

LOCATION / DESCRIPTION OF PROJECT	The scope of work at MacArthur Middle School and Sullivan Elementary School involves the replacement of existing roofing with a new SBS modified bituminous roof system and all associated perimeter metal at the Roof Areas listed below:  MacArthur Roof Areas 8.0, 17.0, 18.0  Sullivan Roof Areas 1.0, 2.0, 3.0, 5.0, 7.0, 8.0
INITIAL INFORMATION (including Project Budget, etc.)	The Base Bid Construction Budget for the project is \$986,327. The estimated Project Budget (construction budget plus architect/engineer fee) is \$1,065,234.
SCOPE OF BASIC SERVICES (including all engineering disciplines under ARCON)	The Architect shall retain the following consultants: N/A
ADDITIONAL SERVICES (including specialty consultants)	

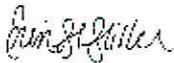
PROJECT AUTHORIZATION  
 2022 HVAC RETROFITS - PHASE 1  
 AT MACARTHUR MIDDLE SCHOOL  
 PROJECT NO. 21150  
 PAGE 2

PHASES OF SERVICES	Complete SD, DD, CD, Bidding, and CA services are included.
PROJECT SCHEDULE FOR SERVICES, INCLUDING ANTICIPATED DATE OF COMMENCEMENT OF CONSTRUCTION AND COMPLETION	Drawings and Specifications available by November 2022.
ARCHITECT'S FEE (if other than as set forth in Master Agreement)	The Architect's fee for this project shall be calculated at a percentage basis per Section 11.1 of the master agreement.  The estimated fee is \$78,906.
HOURLY BILLING RATES (if other than as set forth in Master Agreement)	Hourly billing rates shall be as per Section 11.7 of the Master Agreement.
SPECIAL TERMS AND CONDITIONS APPLICABLE TO PROJECT (No. of site visits if other than a set forth in 4.3.3.2.)	Site visits shall average (1) per week during the construction phase.

This agreement entered into as of the day and year first written above.

Please feel free to call if you have any questions. If acceptable, please sign, retain one copy for your files, and return one copy to ARCON. Thanks, again, for the opportunity to serve the needs of Prospect Heights School District 23.

Sincerely,  
 ARCON Associates, Inc.



Erin M. Miller, LEED AP  
 Associate Principal



Prospect Heights School District 23



October 11, 2021

Ms. Amy McPartlin  
 Assistant Superintendent for Finance and Operations  
 Prospect Heights SD23  
 700 N. Schoenbeck Rd.  
 Prospect Heights, IL 60070

RE: PROJECT AUTHORIZATION  
 2022 HVAC RETROFITS- PHASE 1  
 AT MACARTHUR MIDDLE SCHOOL

Prospect Heights School District 23 (Owner) authorizes ARCON Associates, Inc. (Architect) to provide professional services for the Project identified herein, which professional services shall be subject to the terms and conditions of the AIA B101 Master Agreement dated June 6, 2016 unless specifically provided otherwise in this Project Authorization.

LOCATION / DESCRIPTION OF PROJECT	The scope of work at MacArthur Middle School involves the retrofit of the existing Bard Heat Pump Units to add a refrigerant hot gas reheat coil down stream of the cooling coil in order to allow dehumidification and control of space humidity levels. The existing above ceiling condensate pumps will also be replaced. The work requires adding the reheat coil, refrigerant piping and refrigerant control valve and modifying the existing control sequence for the unit as well as adding a temperature, humidity and CO2 sensor.
INITIAL INFORMATION (including Project Budget, etc.)	The Base Bid Construction Budget for the project is \$425,000-\$467,000, including controls work. The estimated Project Budget (construction budget plus architect/engineer fee) is \$459,000- \$504,360.
SCOPE OF BASIC SERVICES (including all engineering disciplines under ARCON)	The Architect shall retain the following consultants: AMSCO Engineering
ADDITIONAL SERVICES (including specialty consultants)	A third party commissioning agent shall be required.

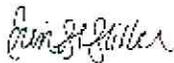
PROJECT AUTHORIZATION  
 2022 HVAC RETROFITS - PHASE 1  
 AT MACARTHUR MIDDLE SCHOOL  
 PROJECT NO. 21150  
 PAGE 2

PHASES OF SERVICES	Complete SD, DD, CD, Bidding, and CA services are included.
PROJECT SCHEDULE FOR SERVICES, INCLUDING ANTICIPATED DATE OF COMMENCEMENT OF CONSTRUCTION AND COMPLETION	Drawings and Specifications available by December 2022. Contractor to provide preliminary construction schedule with proposal.
ARCHITECT'S FEE (if other than as set forth in Master Agreement)	The Architect's fee for this project shall be calculated at a percentage basis per Section 11.1 of the master agreement.  The estimated fee is \$34,000-\$37,360.
HOURLY BILLING RATES (if other than as set forth in Master Agreement)	Hourly billing rates shall be as per Section 11.7 of the Master Agreement.
SPECIAL TERMS AND CONDITIONS APPLICABLE TO PROJECT (No. of site visits if other than a set forth in 4.3.3.2.)	Site visits shall average (1) per week during the construction phase.

This agreement entered into as of the day and year first written above.

Please feel free to call if you have any questions. If acceptable, please sign, retain one copy for your files, and return one copy to ARCON. Thanks, again, for the opportunity to serve the needs of Prospect Heights School District 23.

Sincerely,  
 ARCON Associates, Inc.



Erin M. Miller, LEED AP  
 Associate Principal



Prospect Heights School District 23





**PROSPECT HEIGHTS SCHOOL DISTRICT 23  
REQUEST FOR APPROVAL  
TO DISPOSE OF SURPLUS EQUIPMENT**

Disposal of surplus equipment must receive prior approval by the Assistant Superintendent for Finance and Operations. Please complete this form in its entirety and forward to the Business Office. Do not dispose of the equipment until the request is approved and a copy is returned to the requestor.

**A. Description of Equipment**

<b>Description of Equipment:</b>	Tables & Chairs from the MacArthur Middle School Library (8 - 6'x3' tables, 6 - 3'x3' tables and 61 chairs)
<b>Asset Tag Number(s):</b>	N/A
<b>Reason for Disposal:</b>	Items no longer needed - Library furniture being replaced.

**B. Proposed Method of Disposal**

<input type="checkbox"/> <b>In-District Transfer to:</b>	
<input checked="" type="checkbox"/> <b>Donation to:</b>	Chicago Archdiocese Schools (Children of Peace Catholic School, Saint Benedict Academy & St. John de la Salle Catholic Academy)
<input type="checkbox"/> <b>Use for Parts Described as:</b>	
<input type="checkbox"/> <b>Junk:</b>	
<input type="checkbox"/> <b>Sell or Trade:</b>	
<b>Business Office Only:</b>	
<b>Trade In or Sale Information:</b>	
<b>If Sold, Provide Dollar Amount:</b>	\$
<b>Account Number for Deposit:</b>	

**C. Approval**

**Requested by:**

Michael Ziaja, Director of Operations

**Administrator Approval:**

 \_\_\_\_\_ **Date:** 10-29-2021

**Business Office Approval:**

 \_\_\_\_\_ **Date:** 10-29-2021



**PROSPECT HEIGHTS SCHOOL DISTRICT 23  
REQUEST FOR APPROVAL  
TO DISPOSE OF SURPLUS EQUIPMENT**

Disposal of surplus equipment must receive prior approval by the Assistant Superintendent for Finance and Operations. Please complete this form in its entirety and forward to the Business Office. **Do not** dispose of the equipment until the request is approved and a copy is returned to the requestor.

**A. Description of Equipment**

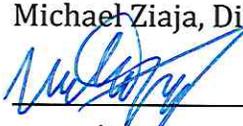
Description of Equipment:	Misc. chairs, file and storage cabinets and tables held in District warehouse and various school buildings
Asset Tag Number(s):	N/A
Reason for Disposal:	Items no longer needed - Broken furniture previously held for parts

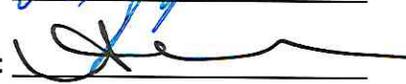
**B. Proposed Method of Disposal**

<input type="checkbox"/> In-District Transfer to:	
<input type="checkbox"/> Donation to:	
<input type="checkbox"/> Use for Parts Described as:	
<input checked="" type="checkbox"/> Junk:	To be disposed of November, 2021
<input type="checkbox"/> Sell or Trade:	
<b>Business Office Only:</b>	
Trade In or Sale Information:	
If Sold, Provide Dollar Amount:	\$
Account Number for Deposit:	

**C. Approval**

Requested by: Michael Ziaja, Director of Operations

Administrator Approval:  Date: 10-28-2021

Business Office Approval:  Date: 10-28-2021

**SUBMIT TO THE BUSINESS OFFICE FOR APPROVAL PRIOR TO DISPOSAL!**