



LINCOLNWOOD SCHOOL DISTRICT 74
BOARD OF EDUCATION
FACILITIES COMMITTEE MEETING AGENDA
THURSDAY, NOVEMBER 19, 2020 AT **3:30 PM**

BOARD OF EDUCATION
Scott L. Anderson, *President*
Kevin Daly, *Vice President*
John P. Vranas, *Secretary*
Jeffrey S. Evens
Myra A. Foutris
Elaina Geraghty
Rupal Shah Mandal

ADMINISTRATION
Dr. Kimberly A. Nasshan, *Superintendent of Schools*
Dr. David Russo, *Assistant Superintendent for Curriculum and Instruction*
Courtney Whited, *Business Manager/CSBO*

*Agenda of the Facilities Committee Meeting of the Board of Education of Lincolnwood School District 74,
Cook County, Illinois, to be held in the Lincoln Hall Auditorium
6855 North Crawford
Lincolnwood, IL 60712,
on Thursday, November 19, 2020.*

IN-PERSON PARTICIPATION: It is expected that all members of the Facilities Committee, plus several administrators, will be physically present at the Lincoln Hall Auditorium located at 6855 North Crawford, Lincolnwood, IL. The November 19, 2020 Facilities Committee meeting will be broadcast through ZOOM Video Conferencing for Public Audience to Visitors. Members of the public are encouraged to utilize the Zoom broadcast if possible. Zoom Tech Check at 3:15 p.m.

Join the meeting via ZOOM app (video and audio): Meeting ID: # 822 9302 4995, password # 127845
(Link: <https://sd74-org.zoom.us/j/82293024995?pwd=SjAwVVdSRORDWnROdEtuzB2MGdhZz09>)
or

Join the meeting via phone (audio only): Step #1: Dial 1-312-626-6799; Step #2: Enter Meeting ID: # 822 9302 4995,
password # 127845, hit "#"

1. CALL TO ORDER/ROLL CALL

FACILITIES COMMITTEE MEMBERS

John P. Vranas (BOE), Chairman
Elaina Geraghty (BOE)
Rupal Shah Mandal (BOE)
Joe Ehrenberg, Community Member

ADMINISTRATORS/STAFF

Dr. Kimberly A. Nasshan, Superintendent of Schools
Dr. David L. Russo, Assistant Superintendent of Curriculum and Instruction
Courtney Whited, Business Manager/CSBO
Jim Caldwell, Director of Buildings and Grounds

2. AUDIENCE TO VISITORS

3. APPROVAL OF MINUTES

a. Facilities Committee Meeting Minutes - **OCTOBER 22, 2020**

4. DISTRICT ARCHITECT OF RECORD - STUDIOGC architecture+interiors

a. StudioGC architecture+interiors Project(s) Update:

- I. INFORMATION/DISCUSSION: Updated Todd Hall and Rutledge Hall Door Project Schedule (see attachment)
- II. INFORMATION/DISCUSSION/ACTION: Classroom Lock Options (see attachment)
- III. INFORMATION/DISCUSSION: Lincoln Hall and Todd Hall Roofing Punch List
- IV. INFORMATION/DISCUSSION: Todd Hall Plaza Lighting

b. INFORMATION/DISCUSSION/ACTION: Rutledge Hall Stairwell Floor Coverings

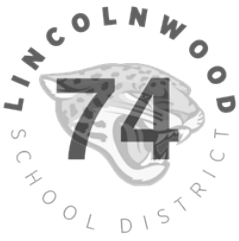
5. OLD BUSINESS

- 6. NEW BUSINESS
- 7. INFORMATION/DISCUSSION: District Facilities Update
- 8. ADJOURNMENT

Motion by Member: _____ Seconded by: _____

Dr. Kimberly A. Nasshan, Superintendent of Schools

Lincolnwood School District 74 is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or facility, are requested to contact the District Office at 847-675-8234 promptly to allow Lincolnwood School District 74 to make reasonable accommodations for those persons.



LINCOLNWOOD SCHOOL DISTRICT 74
BOARD OF EDUCATION
FACILITIES COMMITTEE MEETING MINUTES
THURSDAY, OCTOBER 22, 2020 AT **3:30 PM**

BOARD OF EDUCATION
Scott L. Anderson, *President*
Kevin Daly, *Vice President*
John P. Vranas, *Secretary*
Jeffrey S. Evens
Myra A. Foutris
Elaina Geraghty
Rupal Shah Mandal

ADMINISTRATION
Dr. Kimberly A. Nasshan, *Superintendent of Schools*
Dr. David Russo, *Assistant Superintendent for Curriculum and Instruction*
Courtney Whited, *Business Manager/CSBO*

Minutes of the Facilities Committee Meeting of the Board of Education of Lincolnwood School District 74, Cook County, Illinois, was held in the Lincoln Hall Auditorium, 6855 North Crawford, Lincolnwood, IL 60712, on Thursday, October 22, 2020.

1. CALL TO ORDER/ROLL CALL

Chairman Vranas called the Facilities Committee meeting to order at 3:32 p.m.

FACILITIES COMMITTEE MEMBERS PRESENT

John P. Vranas (BOE), Chairman
Elaina Geraghty (BOE) Via ZOOM Video Conference
Rupal Shah Mandal (BOE)

FACILITIES COMMITTEE MEMBERS NOT PRESENT

Joe Ehrenberg, Community Member

ADMINISTRATORS/STAFF PRESENT

Dr. David L. Russo, Assistant Superintendent of Curriculum and Instruction
Courtney Whited, Business Manager/CSBO
Jim Caldwell, Director of Buildings and Grounds

OTHERS PRESENT

Athi Toufexis, StudioGC

2. AUDIENCE TO VISITORS

None

3. APPROVAL OF MINUTES

a) Facilities Committee Meeting Minutes - September 17, 2020

A motion was made, seconded and passed to approve the September 17, 2020 Facilities Committee meeting minutes.

4. DISTRICT ARCHITECT OF RECORD - STUDIOGC

a) StudioGC Project(s) Update

I. Todd Hall and Lincoln Hall Roofing

The Roofing punch list will be taken care of this coming weekend. The coating has been completed.

II. Todd Hall Plaza Lighting

The Plaza Lights have been started. The work is scheduled to be completed on November 3rd.

- III. Rutledge Hall Small Group Instruction Room
Rutledge Hall Small Group Instruction Room is on schedule to be completed around Thanksgiving. The Committee discussed replacement of the wall base and to enclose cabling of the electronic panel. The Committee directed Administration to decide if this is work that can be completed by the District Buildings and Ground staff or by the contractor.
- IV. Rutledge Hall Stairwell Floor Samples + Project Schedule
Studio GC brought samples of colors in the product line that was previously selected. The Committee selected Nora: Satura #5127 Vela and Nora: Visually Impaired Strip in black. There was consensus from the Committee to request approval for this project from the Board of Education.
- V. Rutledge Hall and Todd Hall Door Project Schedule
The Board of Education approved the Rutledge Hall and Todd Hall Door Project at the October 1st meeting. The door project timeline was presented.

- b) Fire Alarm System Project for Todd Hall and Rutledge Hall
Five bids were received for the Fire Alarm System project. References for recommended contractor Airport Electric Company were vetted by Studio GC. Airport Electronic Company has a history of working with educational entities. The Committee discussed the value of Alternate #1 that was included in the bids.

Motion as made, seconded, and passed to concur with the Administration’s recommendation to the Board of Education to accept the bid from Airport Electric for Summer 2021 fire alarm system project at Todd Hall and Rutledge Hall in the amount of \$358,590 accepting Alternate #1.

- 3. OLD BUSINESS
- 4. NEW BUSINESS

Courtney Whited, Business Manager/CSBO mentioned that two requests for rentals came in since the packet was published. The first request was from a local youth soccer organization. The Committee recommended seeking guidance from the Board of Education given the scope of the request and the guidelines in place due to COVID-19.

Lincolnwood Baseball and Softball Association made a request for outdoor facilities only. The Organization would be required to wear masks when on the property and follow all the COVID-19 guidelines. The District would have to ensure that the fields are groomed prior to April. The Committee directed the Administration to seek funding from Lincolnwood Baseball and Softball Association to offset costs of field grooming.

- 5. ADJOURNMENT

A motion was made, seconded and passed to adjourn the Facilities Committee meeting at 4:05 p.m.

The next Facilities Committee meeting will be held Thursday, November 19, 2020 at 3:30 p.m. The public is welcome.

John P. Vranas, Chairman

Elaina Geraghty, Member



Facilities Committee Meeting

DATE: November 19, 2020

TOPIC: District Architect of Record - StudioGC architecture+interiors Project(s) Update

PREPARED BY: Courtney Whited, Business Manager/CSBO with

Athi Toufexis, Principal, StudioGC architecture+interiors

Recommended for:

- Action
- Discussion
- Information

Purpose:

To provide the Facilities Committee updates on StudioGC architecture+interiors District Projects:

1. Updated Todd Hall and Rutledge Hall Door Project Schedule (see attachment)
2. Classroom Lock Options (see attachment)
3. Lincoln Hall and Todd Hall Roofing Punch List
4. Todd Hall Plaza Lighting



ID	Task Name	Duration	Start	Finish	Calendar
1	Lincolnwood SD74 - Project Schedule - TH/RH Door Replacement	91 days	Thu 10/1/20	Thu 2/4/21	Nov 2020 - Jun 2021
2	Design	51 days	Thu 10/1/20	Thu 12/10/20	Nov 2020 - Dec 2020
3	Construction Documents	51 days	Thu 10/1/20	Thu 12/10/20	Nov 2020 - Dec 2020
4	90% CD Set Review to SD74	1 day	Thu 12/3/20	Thu 12/3/20	Dec 2020
5	Bidding	45 days	Fri 12/4/20	Thu 2/4/21	Dec 2020 - Feb 2021
6	Ad for Bid to SD74	1 day	Fri 12/4/20	Fri 12/4/20	Dec 2020
7	Ad for Bid Published	1 day	Thu 12/10/20	Thu 12/10/20	Dec 2020
8	Out to Bid / Drawings Released to Contractors	1 day	Thu 12/10/20	Thu 12/10/20	Dec 2020
9	Receipt of Bids	1 day	Tue 1/5/21	Tue 1/5/21	Jan 2021
10	Bid Review	3 days	Wed 1/6/21	Fri 1/8/21	Jan 2021
11	Letter of Rec. to SD74	1 day	Mon 1/11/21	Mon 1/11/21	Jan 2021
12	Facilities Committee Review	1 day	Thu 1/21/21	Thu 1/21/21	Jan 2021
13	Board Review & Contract Approval	1 day	Thu 2/4/21	Thu 2/4/21	Feb 2021
14					
15					
16					
17	<i>Last Day of School (if all emergency days used)</i>	<i>1 day</i>	<i>Fri 6/11/21</i>	<i>Fri 6/11/21</i>	Jun 2021
18	Work Commences	1 day	Mon 6/14/21	Mon 6/14/21	Jun 2021
19	Substantial Completion	1 day	Fri 8/6/21	Fri 8/6/21	Aug 2021
20	First Day of School	1 day	Tue 8/24/21	Tue 8/24/21	Aug 2021



223 West Jackson Boulevard Suite 1200
Chicago, IL 60606
ph: 312.253.3400 fx: 312.253.3401

Project:

2021 DOOR REPLACEMENT

Project No.:

20041

Subject:

CLASSROOM LOCK OPTIONS

Date:

11/11/20

Sheet:

A1

**INSIDE (CLASSROOM SIDE)
OPTION 1: KEYED BOTH SIDES (L9071)**



INSIDE (CLASSROOM SIDE) TRIM

- INDICATOR TRIM GIVES QUICK VISUAL CUE IF DOOR IS LOCKED OR UNLOCKED
- KEY REQUIRED TO LOCK DOOR FROM INSIDE
- DOOR IS ALWAYS FREE FOR EGRESS

**INSIDE (CLASSROOM SIDE)
OPTION 2: KEYED CORRIDOR SIDE,
THUMBTURN CLASSROOM SIDE (L9050)**



INSIDE (CLASSROOM SIDE) TRIM

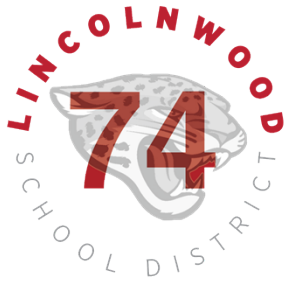
- INDICATOR TRIM GIVES QUICK VISUAL CUE IF DOOR IS LOCKED OR UNLOCKED
- THUMBTURN CAN LOCK DOOR FROM INSIDE
- DOOR IS ALWAYS FREE FOR EGRESS

CORRIDOR SIDE



KEYED SIDE (CORRIDOR SIDE) TRIM

- KEY REQUIRED FOR INGRESS IF DOOR LOCKED



Executive Summary Facilities Committee Meeting

DATE: November 19, 2020

TOPIC: Rutledge Hall Stairwell Floor Coverings

PREPARED BY: Courtney Whited

Recommended for:

- Action
- Discussion
- Information

Purpose/Background:

Rutledge Hall's stairwells are covered in rubber tile and treads that have been worn down over the years since the 1990s installation. The attached estimate provides details on materials and labor required to update the flooring in these four stairwells. The attached schedule indicates a July 30, 2021 substantial completion date.

Fiscal Impact:

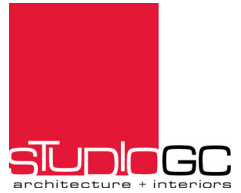
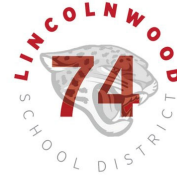
\$66,467

Recommendation:

It is the Administrative recommendation that the Facilities Committee concurs to recommend to the Board of Education to approve the installation of Rutledge Hall Stairwell Floor Coverings in an amount not to exceed \$70,000.

Lincolnwood SD74

Preliminary Budget Rutledge Hall Flooring Replacement



November 11, 2020

Area of Work - Option 1	Qty	Unit Cost	Estimate of Work
Flooring removal & floor prep, demolition	1 ls	\$7,500.00	\$7,500
Finishes: Stairwell Treads & Nosings	800 sf	\$21.00	\$16,800
Finishes: Stairwell Rubber Tile & Wall Base	1,250 sf	\$18.00	\$22,500
Slab-on-grade moisture mitigation	625 sf	\$6.50	\$4,063
General Conditions		10%	\$5,086.25
Overhead and Profit		6%	\$3,051.75
Estimate Variance		5%	\$2,543.13
Subtotal - Construction Costs			\$61,544
Architecture Fees - 8%			\$4,923.49
Recommended Budget for Work			\$66,467

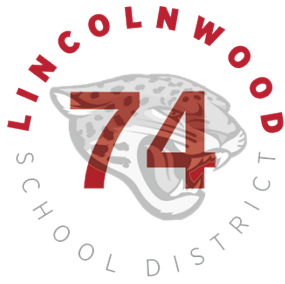
The above is the cost summary based on estimates of recently bid projects with consultation with manufacturers and installers. The recommended budget is the architect's opinion of construction costs for a prime contractor to execute the work.

Sincerely yours,

Athi Toufexis



ID	Task Name	Duration	Start	Finish	Calendar
1	Lincolnwood SD74 - Project Schedule - RH Stair Flooring Replacement	91 days	Thu 10/1/20	Thu 2/4/21	Nov 2020 - Jun 2021
2	Design	22 days	Thu 10/1/20	Fri 10/30/20	Nov 2020 - Dec 2020
3	Construction Documents	22 days	Thu 10/1/20	Fri 10/30/20	Nov 2020 - Dec 2020
4	90% CD Set Review to SD74	1 day	Tue 10/27/20	Tue 10/27/20	Nov 2020
5	Board of Education Project Approval	1 day	Thu 12/3/20	Thu 12/3/20	Dec 2020
6	Bidding	45 days	Fri 12/4/20	Thu 2/4/21	Dec 2020 - Feb 2021
7	Ad for Bid to SD74	1 day	Fri 12/4/20	Fri 12/4/20	Dec 2020
8	Ad for Bid Published	1 day	Thu 12/10/20	Thu 12/10/20	Dec 2020
9	Out to Bid / Drawings Released to Contractors	1 day	Thu 12/10/20	Thu 12/10/20	Dec 2020
10	Receipt of Bids	1 day	Tue 1/5/21	Tue 1/5/21	Jan 2021
11	Bid Review	3 days	Wed 1/6/21	Fri 1/8/21	Jan 2021
12	Letter of Rec. to SD74	1 day	Mon 1/11/21	Mon 1/11/21	Jan 2021
13	Facilities Committee Review	1 day	Thu 1/21/21	Thu 1/21/21	Jan 2021
14	Board Review & Contract Approval	1 day	Thu 2/4/21	Thu 2/4/21	Feb 2021
15					
16					
17					
18	<i>Last Day of School (if all emergency days used)</i>	<i>1 day</i>	<i>Fri 6/11/21</i>	<i>Fri 6/11/21</i>	Jun 2021
19	Work Commences	1 day	Mon 6/14/21	Mon 6/14/21	Jun 2021
20	Substantial Completion	1 day	Fri 7/30/21	Fri 7/30/21	Jul 2021
21	<i>First Day of School</i>	<i>1 day</i>	<i>Tue 8/24/21</i>	<i>Tue 8/24/21</i>	Aug 2021



Facilities Committee Meeting

DATE: November 19, 2020

TOPIC: District Facilities Update

PREPARED BY: Courtney Whited

Recommended for:

Action

Discussion

Information

Purpose/Background:

To provide the Facilities Committee an update on ongoing Districtwide project(s):

1. Facility Rental Request

Wolves Baseball requested use of the Lincoln Hall West Gym

Tuesdays & Thursdays 6:00-7:30 PM and Saturday OR Sunday 9:00-10:30 AM

Beginning January 5, 2021 and ending March 31, 2021.

2. Administration began drafting a Request for Proposal (RFP) for seasonal landscaping

since this is the final year of the contract extension with Contour Landscaping, Inc.

The winning bid will be a Finance Committee agenda item in the future.