



**To:** Dr. Charles Johns  
Board of Education

**From:** Dr. Kim Ptak  
Dr. R.J. Gravel

**Date:** Wednesday, October 30, 2019

**Re:** Summer 2020 Capital Projects and 3-Year Master Facility Plan

**Recommendation**

It is recommended that the Board of Education authorize Administration to work with Arcon Associates, the District architect, to develop bid specifications for the following capital projects to be completed the summer of 2020 as presented.

**Background**

For the past three years, the school district has utilized the approved life safety plan to define the capital improvements completed each summer. The life safety plan included a series of projects that addressed our school building's infrastructure, that were identified through a comprehensive assessment process performed by architects, and certified by the Illinois State Board of Education. These projects, which totaled approximately \$15.1M were funded through life safety bond proceeds, as a result of the 2016 and 2017 refunding of prior debt. The final life safety projects were completed this past summer, which prompted the review of those items that were originally identified as necessary infrastructure projects, but were deferred until after the life safety plan was completed.

This fall, school and district leadership team members worked with our architects, Arcon Associates, Inc. to assess identified facility needs. As part of the review process, the team re-evaluated the deferred infrastructure projects, alongside our area master plans (e.g. roofing, paving, exterior painting, fencing, athletic fields, concrete, tuckpointing). Additionally, the team evaluated and prioritized enhancement requests that would directly impact the student experience. These efforts resulted in the creation of a 3-year master facility plan. For ease of viewing the facility plan, it has been provided in the form of a separate document. Within the summary page, and each facility's project list, the following categories have been assigned:

- **Summer 2020**  
The projects with financial projections stated in this column represent those projects that are recommended for completion during the summer of 2020. The majority of projects stated are for Glenbrook South, as the summer school program will be hosted at Glenbrook North this summer.
  
- **Summer 2021**  
The projects with financial projections stated in this column represent those projects that are recommended for completion during the summer of 2021. The majority of projects stated are for Glenbrook North, as the summer school program will be hosted at Glenbrook South this summer.

- **Summer 2022**

The projects with financial projections stated in this column represent those projects that are recommended for completion during the summer of 2022. The majority of projects stated are for Glenbrook South, as the summer school program will be hosted at Glenbrook North this summer. Additionally, this is the year slated to upgrade the Building Automation System at Glenbrook North and Glenbrook South. While a detailed timeline needs to be created, it is estimated the work will take 10-12 months.

- **Deferred**

The projects with financial projections stated in this column represent those that will not need to be completed during the next three summers. However, we anticipate they will need to be completed and/or addressed within the next 10 years.

It is important to note that the facility plans include financial projections are based on the initial assessment performed by the architects. As each project is further reviewed, the scope will be more narrowly defined, and the projection will be modified accordingly. Additionally the list is intended to be fluid in nature and items will be added, adjusted and reprioritized as necessary.

As we move forward with defining a new master facility plan, we are also working closely with our architects and construction management firm to revise the timeline for coordinating capital projects. At the current time, capital projects scheduled to begin in June 2020 are presented to the facility committee in October 2019, and then are sent out to bid in December 2019 with a bidding opening on January 15, 2020. Given the financial and planning benefits of going out to bid sooner, we are proposing that our timeline for coordinating capital projects be revised. An updated timeline is presented in Table 1.

**Table 1**  
**Capital Projects Timeline**

	<b>Completed Summer 2020</b>	<b>Completed Summer 2021</b>	<b>Completed Summer 2022</b>
<b>Present recommended projects to the facility committee.</b>	October 2020	Spring 2020	Spring 2021
<b>Present recommended projects to the Board of Education.</b>	November 2020	Spring 2020	Spring 2021
<b>Coordinate with architects to create specifications for projects.</b>	November 2020	Spring/Summer 2020	Spring/Summer 2021
<b>Initiate public bid for capital projects.</b>	January 2020	Fall 2020	Fall 2021
<b>Award bid to selected contractors / vendors.</b>	February 2020	Fall/Winter 2020	Fall/Winter 2021
<b>Begin construction work.</b>	June 2020	June 2021	June 2022
<b>Conclude construction work.</b>	August 2020	August 2021	August 2022

For the 2020 capital projects, we would maintain our traditional timeline. However, for the 2021 capital projects, we would begin our discussion with the facility committee in the Spring of this year, with our bid process beginning next fall, as opposed to next winter. This change is consistent with a growing number

of other school district capital project timelines, which has enabled them to benefit from financial savings as a result of going out to bid early.

**Recommended Summer 2020 Capital Projects**

The projects recommended for completion the Summer of 2020 are summarized in Table 2, and presented in detail in the pages that follow. If these projects are approved in concept, the district’s architect will begin creating bid specifications, and will facilitate a public, competitive bidding process. Bids will be received after the start of the new year, and presented to the Board of Education in February 2020 for consideration.

**Table 2**  
**Summary of Summer 2020 Capital Projects by Category**

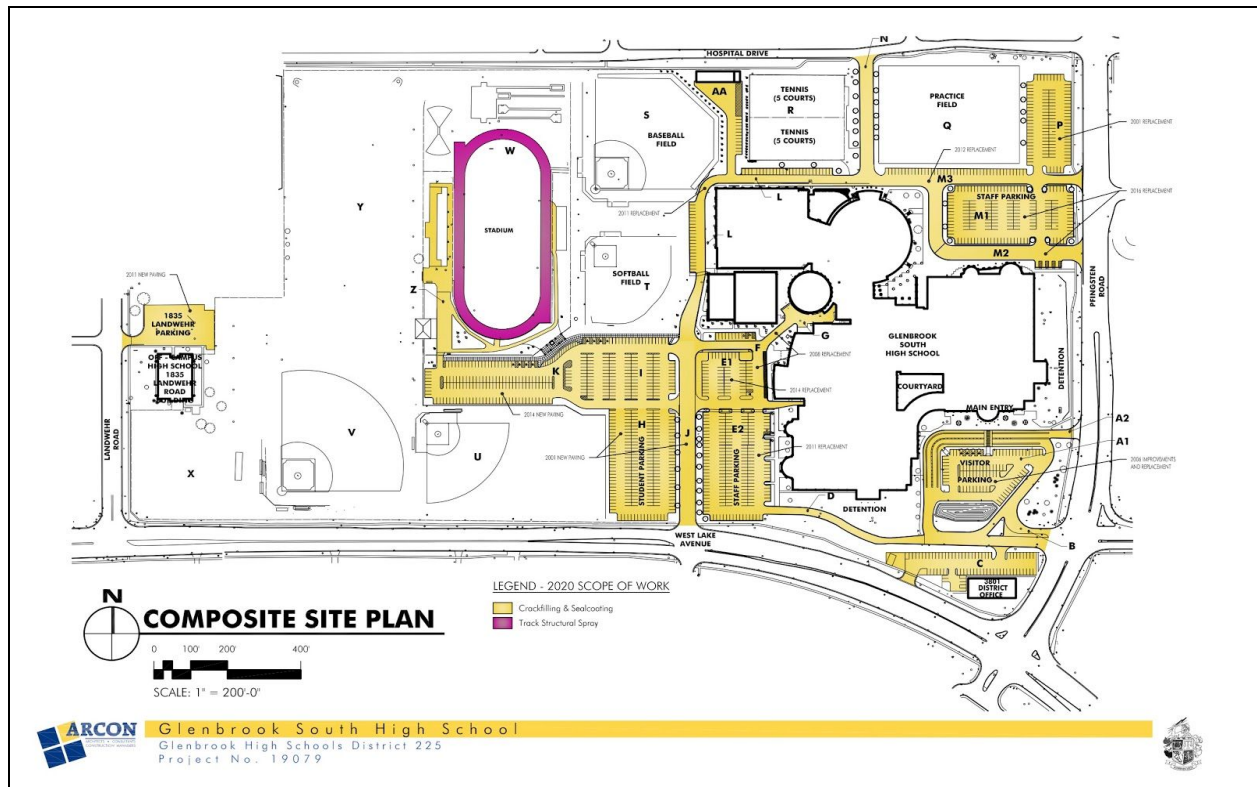
Category	Location(s)	Project Description	Financial Projection
Paving	GBA, GBO, GBS	Crack-fill/Sealcoating, Track Resurfacing	\$302,000
Roofing	GBS	Roof Replacement	\$420,000
Flooring	GBN	Carpet Replacement	\$130,000
Architectural	GBN, GBS	Health Office Reconfiguration /Adjustments	\$415,000
<b>Subtotal</b>			<b>\$1,267,000</b>
Architect Fee (7.5%)			\$95,025
Construction Management Fee (7.5%)			\$95,025
Contingency (2%)			\$25,340
<b>Grand Total</b>			<b>\$1,482,390</b>

Given the life safety bond proceeds have been exhausted, funding for capital projects such as these are funded on a “pay as you go” basis, and built into the district’s budget. Within the current financial projection model, the school district allocates \$1,000,000 on an annual basis to support capital projects. These funds are secured through developer impact fees, unrestricted revenue sources (e.g. The Glen Make-Whole Payment), and approved inter-fund transfers.

While the projected amount for summer projects is in excess of the \$1,000,000 projected in the 2020-21 fiscal year budget levels, the school and district leadership teams are confident that additional budgetary savings can be achieved through a review of the school operating budget formula. This topic will be reviewed in detail with the finance committee at an upcoming meeting this winter.

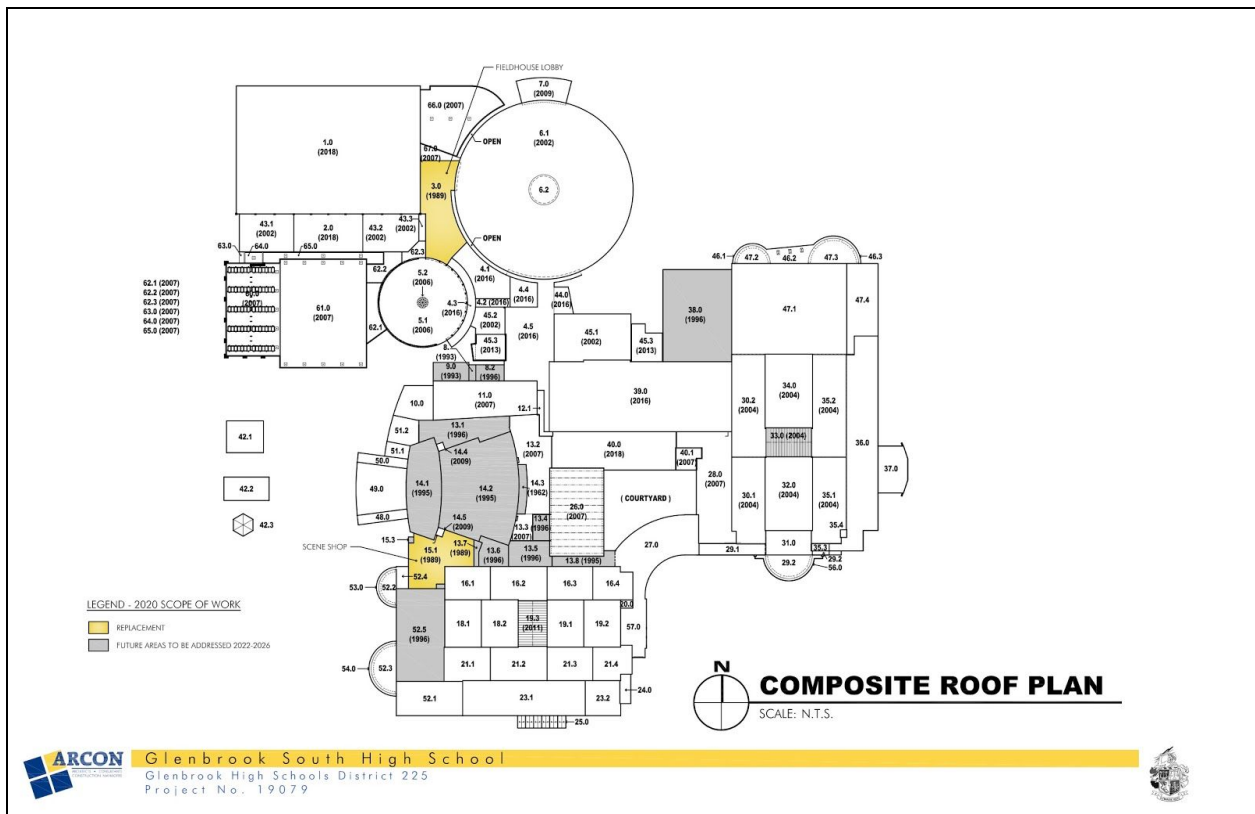
**Table 3**  
**Paving Projects**

Location(s)	Project Description	Projection
GBA, GBO, GBS	<p><b>Crack-fill and Sealcoating</b></p> <p>The district maintains a master paving schedule that plans for parking lot replacement every 15+ years and general maintenance (crack-fill and sealcoating) every 4 years. Planned summer of 2020 work includes seal coating all GBS lots as well as the District Office and Off Campus lot. Sealcoating is a preventative maintenance measure that extends the life of the parking lots by protecting the surface from deterioration caused by water penetration.</p>	\$192,000
GBS	<p><b>Stadium Track Resurfacing</b></p> <p>The current stadium track was installed in 2004 and resurfaced in 2012 at the time the turf field was installed. It is recommended that the track be resurfaced with a polyurethane structural spray every 6-8 years to maintain its structural integrity and maximize its useful life. The summer of 2020 will be year 8. Once resurfaced, it is estimated the track will last another 8 years before being ready for full replacement.</p>	\$110,000
		<b>\$302,000</b>



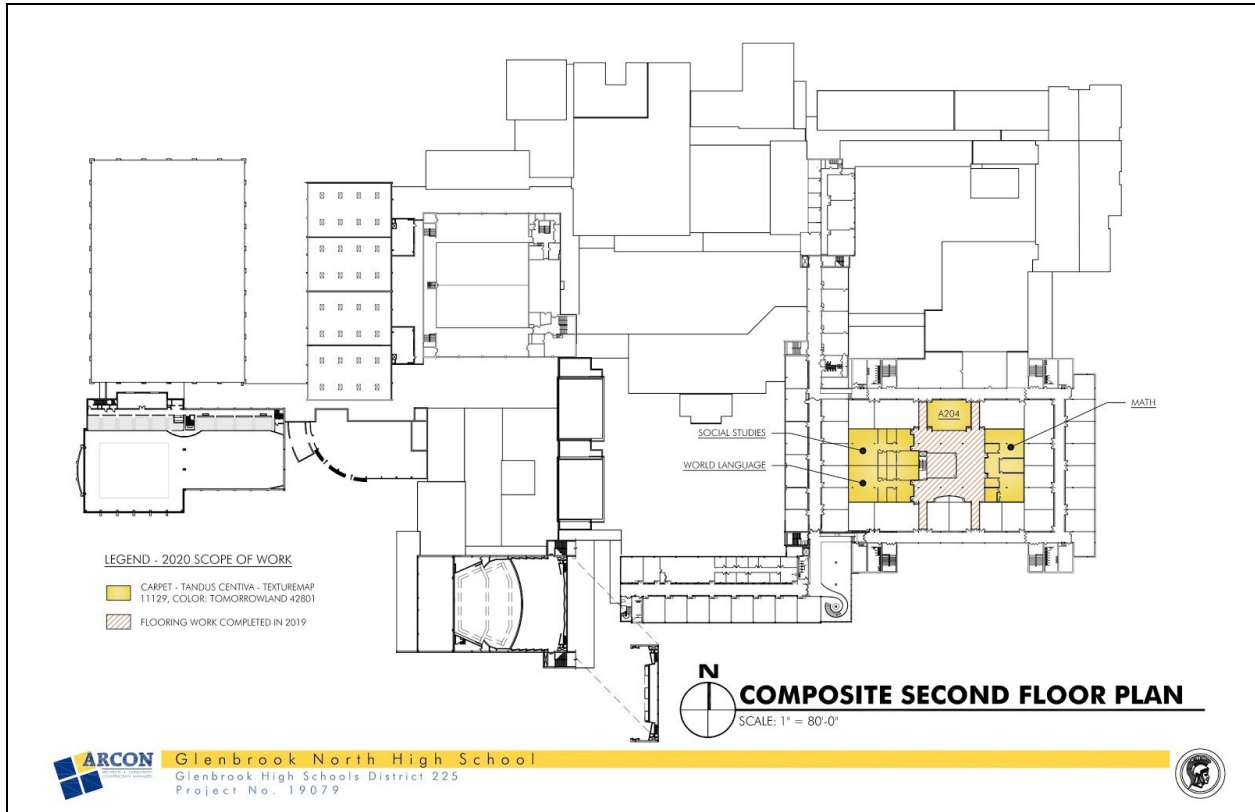
**Table 4**  
**Roofing Projects**

Location(s)	Project Description	Projection
GBS	<p><b>Roof Replacement</b></p> <p>The Scene Shop roof is 6,300 s.f. and was part of the new construction in 1989. The existing roof system has reached the end of its serviceable life and is experiencing a number of deficiencies typical for the age of this type of roof system. The proposed new roof system would consist of roof insulation with an R-value of 30.0 minimum and a multi-ply modified bitumen built-up roof membrane with gravel surfacing. The life expectancy of the new roof is 30+ years.</p>	\$200,000
GBS	<p><b>Roof Replacement</b></p> <p>The Fieldhouse Lobby roof is 7,100 s.f. and was installed in 1989. It will be 31 years old this summer and is experiencing a number of deficiencies typical for the age of this type of roof system. The proposed new roof system would consist of roof insulation with an R-value of 30.0 minimum and a multi-ply modified bitumen built-up roof membrane with gravel surfacing. The life expectancy of the new roof is 30+ years.</p>	\$220,000
		<b>\$420,000</b>



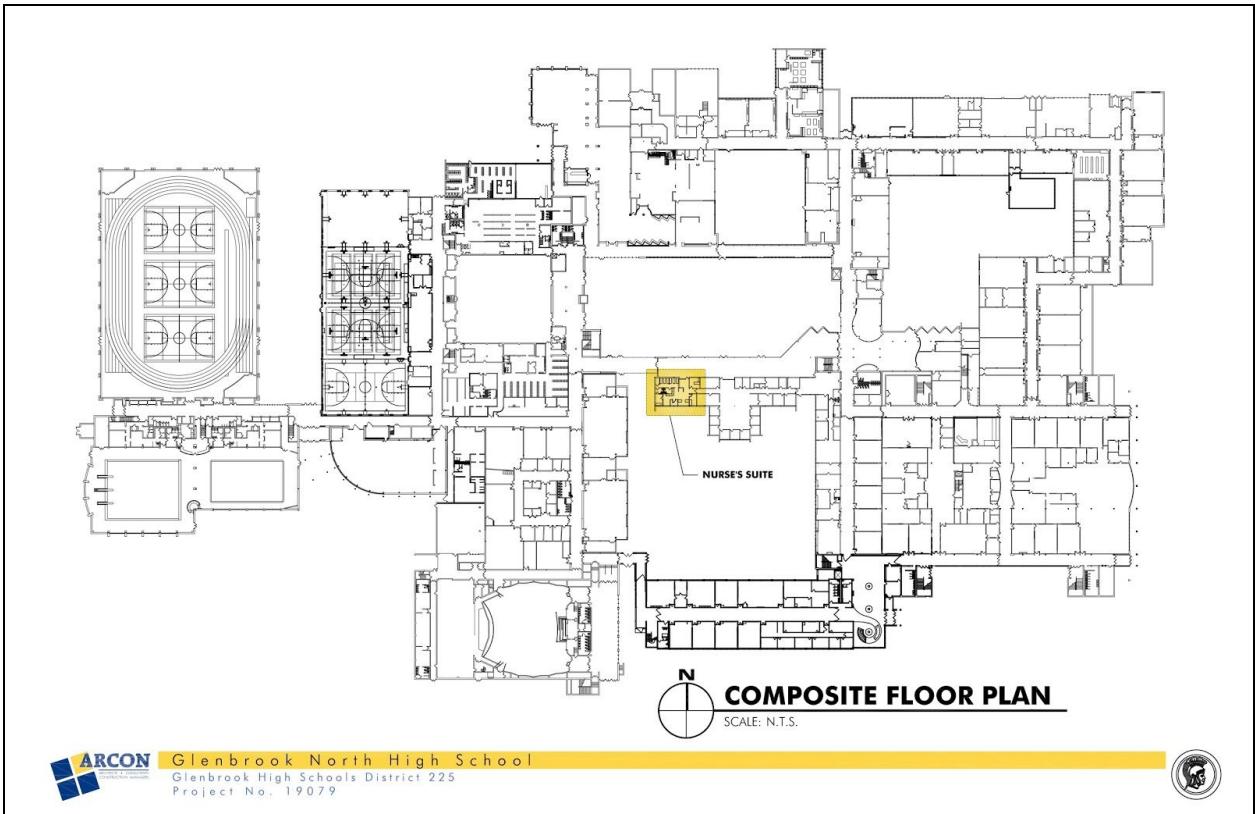
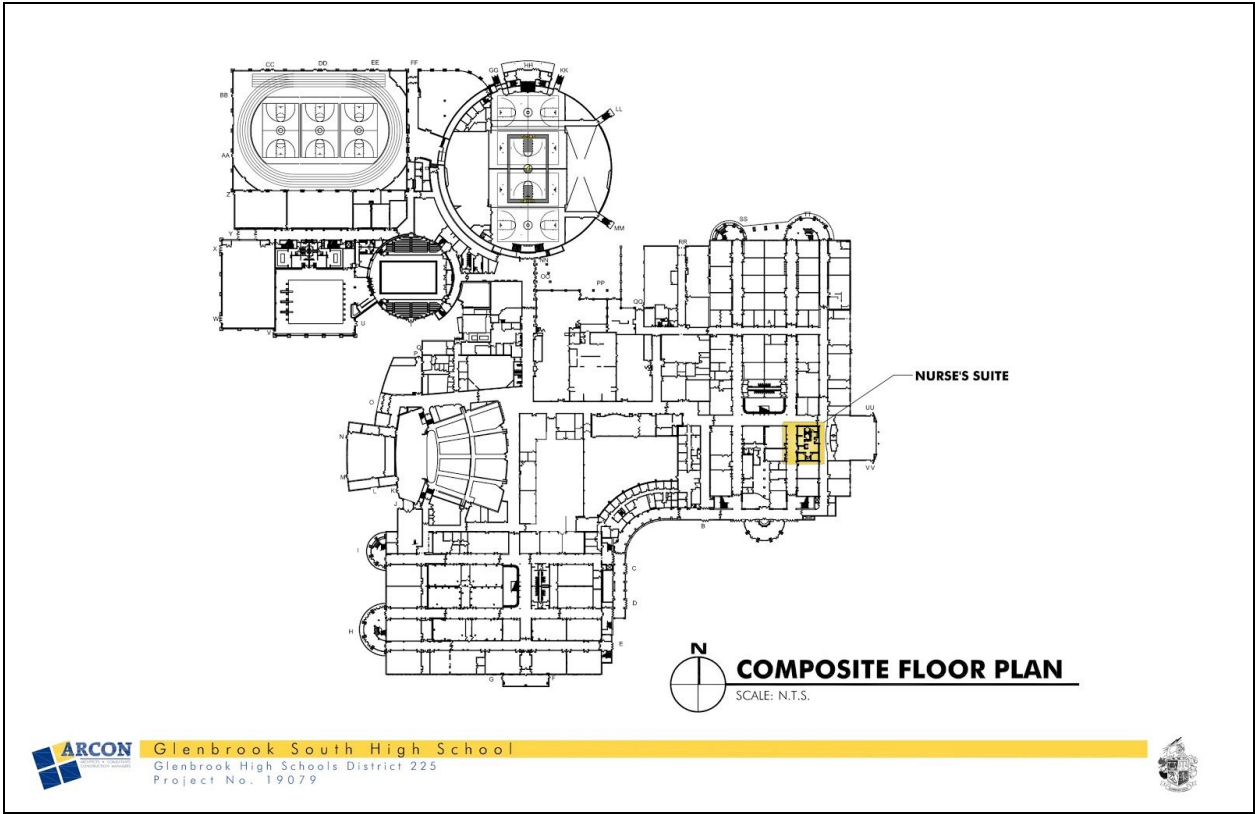
**Table 5**  
**Flooring Projects**

Location(s)	Project Description	Projection
GBN	<p><b>Carpet Replacement - GBN Math, Social Studies, World Language Offices and Room A204</b></p> <p>Each building maintains an overall flooring plan which assists in the prioritization process for flooring replacement. At GBN, carpeting in the Math, Social Studies and World Language offices as well as room A204 which is an oversized classroom (seats 100) used for testing, professional development and large group instruction is worn and separating at the seams. The carpeting was installed during renovations to the A building in 1996 and will be 24 years old this summer. When the carpeting is replaced, it presents an opportunity to remove an interior wall segregating a small portion of the social studies office which will create a more open space.</p>	\$130,000
		<b>\$130,000</b>

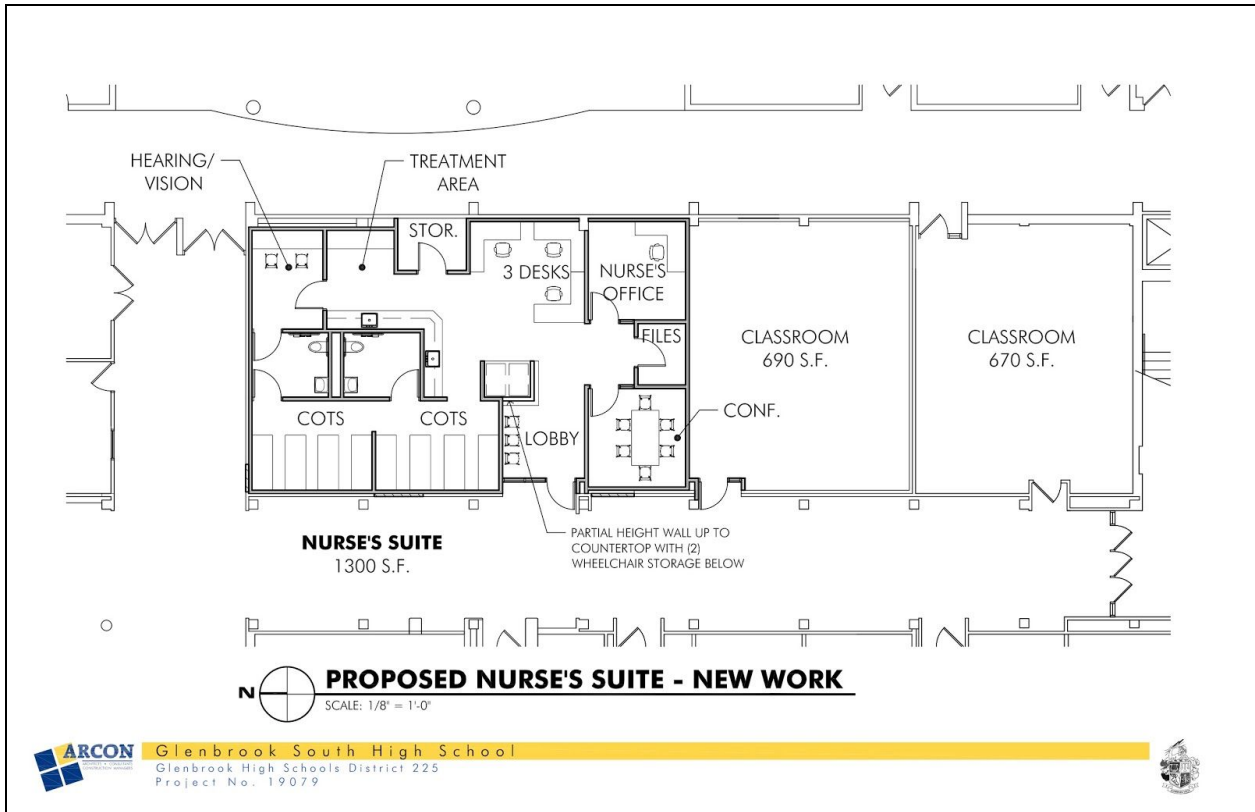
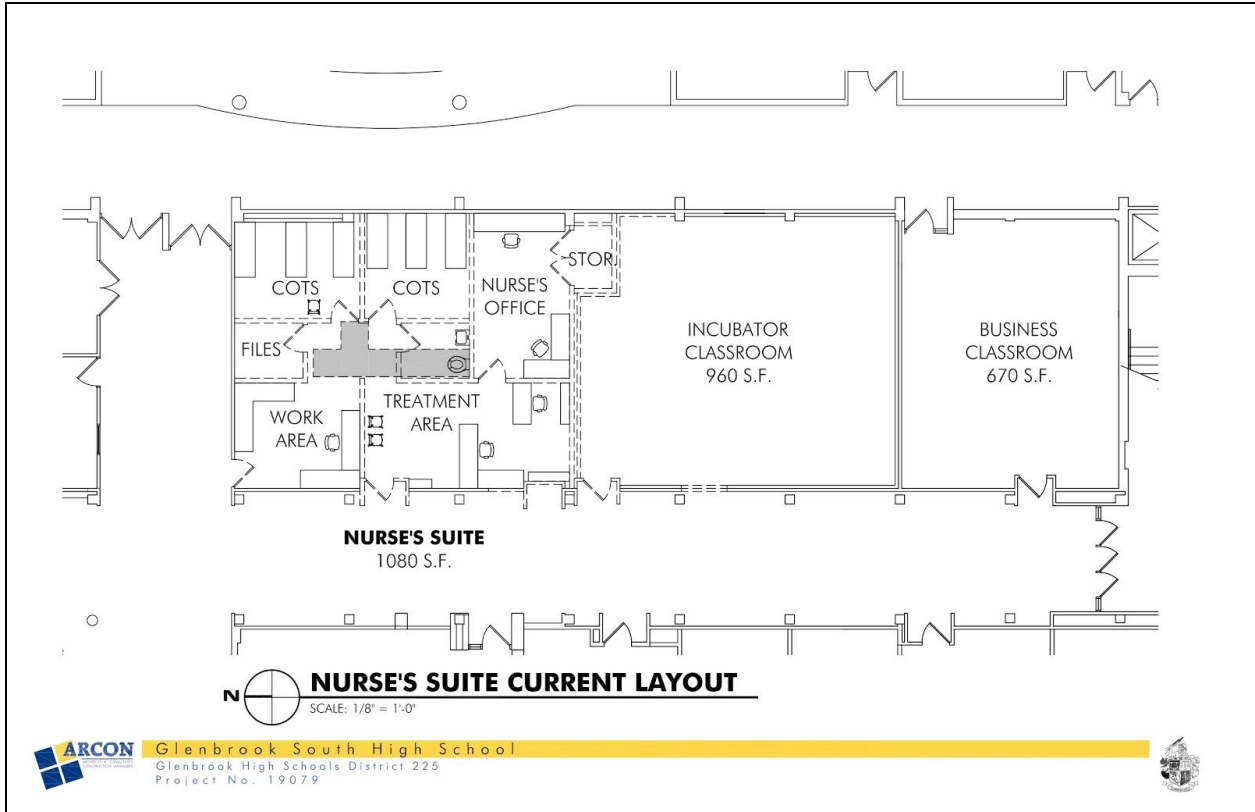


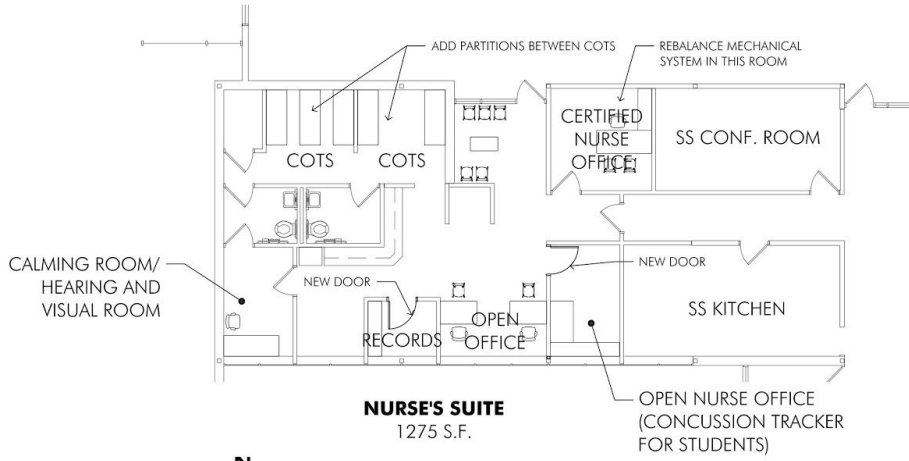
**Table 6**  
**Architectural Projects**

Location(s)	Project Description	Projection
GBN, GBS	<p><b>Health Office Reconfiguration and Enhancements</b></p> <p>Both schools have extremely busy and highly effective nurses on staff who typically see 100+ students on a daily basis. In addition to treating student illnesses and providing first aid and emergency services, nurses on staff also conduct vision/hearing screenings, administer medications, maintain medical records in accordance with state mandates (includes immunizations, physical examinations and medical conditions), assist students with eating disorders which may include supervising students during the lunch period, assist students experiencing panic or other social/emotional struggles, conduct meetings and treat ill teachers and staff.</p> <p>The GBN health office was reconfigured in 2008 as part of the referendum work and, with the exception of a few recommended adjustments, effectively meets the needs of nurses, students and staff. Recommended adjustments to the space include adding a door to two rooms to give an option for privacy, adding dividing partitions to the resting room, and rebalancing the mechanical system in the private office which was split off from an existing conference room. The mechanical work entails adding a VAV box, running ductwork and electrical work.</p> <p>The GBS health office is located off the main hall just to the west of the main office. This location is ideal as it is close to the main entrance of the building, easily accessible in the event paramedics are needed, and away from the busy corridors. The current space and configuration is not meeting the needs from a capacity, privacy and efficiency standpoint. The space lacks a private triage area which limits student privacy as students currently are first treated in the main entrance of the space. The overall flow of the space is choppy and the layout tends to be disruptive; for example, the vision and hearing screenings are conducted in the certified nurse’s office, which is the same space she currently meets with parents, treats students, makes confidential phone calls and assists with triage. All storage for the space is also inside the certified nurse’s office. The two registered nurses are separated by a glass window and can’t effectively treat students or consult and communicate with one another. Other concerns include the “resting” room which has cots lined up next to each other and lack privacy, additionally there is only a single bathroom and not enough dedicated refrigerated space for prescriptions and other medications.</p> <p>The recommendation is to grow the existing 1,080 square foot office space to the south and claim 270 square feet of the adjacent Business Incubator classroom, making the overall space 1,350 square feet which is comparable to the space at GBN and will effectively serve the needs. The adjacent classroom is an oversized classroom and would be reduced to 690 square feet which is sufficient and comparable with other classroom spaces.</p>	\$415,000
		<b>\$415,000</b>









**NURSE'S SUITE**  
1275 S.F.

**NEW WORK FLOOR PLAN**  
SCALE: 1/8" = 1'-0"



Glenbrook North High School  
Glenbrook High Schools District 225  
Project No. 19079

