



**CITY OF EVANSTON, ILLINOIS**  
**Civic Center Committee**

**AUGUST 6, 2008**  
**Room 2200**  
**5:30 p.m.**

**ORDER OF BUSINESS**

1. **Call to Order**
2. **Approval of April 23, 2008 Meeting Minutes**
3. **Presentation of Staff Analysis To Address Civic Center Committee Directive to Provide Scope and Estimate Costs to Make the Civic Center Offices Safe, Healthy and Code Compliant For the Next Five Years**
4. **Citizen Comment**
5. **Committee Discussion of Next Steps**
6. **Establish a Date for the next meeting**

*- Build site?*

**CIVIC CENTER COMMITTEE  
MINUTES  
April 23, 2008  
6:00 P.M.**

Members Present: Aldermen Bernstein (Chair) Jean Baptiste, Moran, Rainey, Wollin, Tisdahl, Holmes, Hansen, Wynne

Staff Present: Julia Carroll, David Cook, Rolanda Russell, Doug Gaynor, Steve Drazner

Others Present: Carol Ross Barney, Roxanne Henry, Kim Sagami all of Carol Ross Barney Architects, Valerie Kretchmar of Valerie S.Kretchmer Associates, Inc., Tishman Construction

**SUMMARY OF ACTION**

Ald. Bernstein called the meeting to order at 6:15 p.m.

**APPROVAL OF MINUTES**

A motion was introduced for the approval of the minutes of the previous Civic Center Committee meeting held on March 25, 2008. This motion was seconded, and approved with a voice vote.

Due to a lack of funds Ald. Tisdahl proposed that David Cook give Council a report/numbers on what it would take to make the Civic Center a healthy and safe environment for the employees for a stop gap/short term measure.

Ald. Moran raised the questions of what was the time frame for short term and what the health risk is during the mold removal and was told that health risks would be controlled.

Ald. Jean Baptiste stated he feels as if the committee had no reasonable option at this point and time but to stay here and rehab the building

Ald. Holmes feels that Council has a responsibility to employees/citizens the make the building a safe and healthy environment. She supports Ald. Tishdahl's proposal with the recommendation of not going higher that \$10 million.

Ald. Rainey voiced her concerns of safety of staff remaining on site during the repairs

Ald Wynne agrees with Ald Tisdahl proposal and she feels that Council still should discuss this matter

David Cook briefly went into detail what steps have been taken so far in making the building a healthy work place such as the roof being repaired in crucial areas. He indicated that mold was found in several of the offices but not dangerous and he has relocated one employee to another office. He also stated that once the building has some tuck pointing along with repair/replacement of the roof, the removal of the mold should be effective.

Ald Bernstein firmly believes that the worst possible thing to do is stay in this building and has no faith in the numbers he's seen over the years. He wants to really stop the bleeding and make a decision.

**STAFF REPORT**

**To**

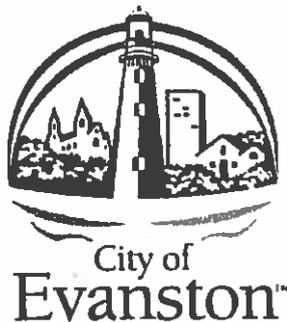
**CIVIC CENTER COMMITTEE**

**For**

**SCOPE AND ESTIMATED COST FOR HEALTH, SAFETY AND  
CODE REQUIRED UPGRADES**

**TO THE**

**CIVIC CENTER**



**August 6, 2008**

**CITY OF EVANSTON**

# Interdepartmental Memorandum

To: Rolanda B. Russell  
From: Douglas J. Gaynor, Director City Operations   
David Cook, Superintendent of Facilities Management  
Subject: Scope of Work Required to Make the Civic Center; Safe and Healthy  
Date: August 1, 2008

## Introduction

The City Staff Task Force was formed in response to the City Council's Civic Center Committee's April request for staff to provide costs necessary to make the Civic Center safe, healthy, and code compliant. Several building systems in the Civic Center including the roofing, HVAC, and Fire Protection systems have failed or are non-compliant with the current building code. Other issues such as non-compliance with the Illinois Accessibility Code (IAC), Americans with Disabilities Act (ADA) and OSHA create immediate needs for extensive repairs. The scope of work and cost estimates contained in this report will provide the Civic Center Committee information that they have requested.

The City Staff Task Force consists of Dave Cook, and Anil Khatkhate, of Facilities Management; Douglas J. Gaynor, Director of City Operations; Carl Caneva, and Brian Barnes of the Health Department; Walter Hallen, of the Community Development Department; and Alan Berkowsky of the Fire Department.

The City Staff Task force met to create a working definition of Safe and Healthy. It was determined that for the purpose of our work, Safe and Healthy will be defined as:

Making the existing building: including all building systems compliant with the applicable codes and ordinances; including life safety and Americans with Disabilities Act (ADA). Safe and Healthy is further defined as having an interior environment free of dangerous chemicals, materials or conditions that could degrade the health of the building's occupants.

To further define the City Staff Task Force's scope of work, a list of applicable codes and ordinances as well as environmental concerns were cited. The compliance with the applicable codes and ordinances as well as the elimination of potential environmental hazards drove the creation of the scope of work. The report is broken down as follows:

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## Section 1 Code Review

Community Development and the Fire Department were asked to review the existing building and determine what alterations would be necessary to bring the building into compliance with the applicable building codes. The list of applicable building codes is as follows:

- **Applicable Building Codes and Ordinances**

- Adopted by the City of Evanston:

- 2003 International Building Code
- 2003 International Plumbing Code
- 2003 International Mechanical Code
- 2003 International Fuel Gas Code
- 2005 National Electric Code
- 2003 NFPA Life Safety Code 101
- 2003 International Fire Code
- 2003 International Energy Conservation Code
- City Of Evanston Amendments to the above

- Codes from Other Agencies that apply to Evanston

- State Of Illinois Plumbing Code
- Illinois Accessibility Code
- American's with Disabilities Act (ADA)
- Federal OSHA Requirements

## Section 2 Scope of Work

With the above working definition, the applicable codes, reported environmental conditions and ADA requirements in mind, staff reviewed the conditions in the Civic Center for compliance with a safe, healthy and code compliant condition. The staff Task Force then compiled the following scope of work necessary to make the building safe, healthy and code compliant. This scope of work is the minimum that the staff felt was necessary to stabilize the structure with regard to deterioration and comply with the existing codes and ordinances. The scope of work was broken down into Exterior Repairs, Environmental Repairs, Interior Repairs, and ADA Compliance Repairs. A brief description of each scope item follows. A checklist at each heading indicates the reason for each scope item; Health, Code Safety or Environmental. Some scope items have multiple reasons such as health, code and safety.

- **Exterior Repairs**

Ongoing water leakage through the exterior of the building is damaging the building and creating a potentially unhealthy working environment in the Civic Center. Continued water leakage is contributing to the deterioration of the roof, interior walls, ceilings, and floor finishes in the building. Left unaddressed, operational and capital costs are increasing significantly due to increasing interior damage, staff's concerns over mold growth, and the potential need to relocate staff during repairs. The existing overhead protection (scaffolding) has been in place for several years in violation of existing city ordinances that require building owners to provide the City with a plan to repair deteriorated conditions necessitating the overhead protection. No such plan has been provided to the City of Evanston Building Department during the time that the overhead protection has been in place around the Civic Center.

To reduce the ongoing water leakage through the exterior building envelope, tuckpointing of the existing masonry must be implemented as well as extensive repairs/replacement of the existing roofing system including gutters, slates, felt paper and low slope roofing membranes. Once these repairs have been made, the scaffolding can safely be removed, and the interior finishes can be repaired without fear that they will continue to be damaged by continued water leakage. Conditions conducive to mold growth within the building will be reduced or eliminated as well.

**1 Tuckpointing**   Health   Code   Safety   Environmental  
**Problem:** The exterior masonry stone to stone joints and some brick to brick joints are cracked allowing water leakage to enter the building during periods of driving rain. This water leakage has damaged the interior finishes in several offices along the east elevation.

**Repair:** After consulting with two different tuck pointing contractors, a scope of work including the grinding and re-pointing of all stone to stone joints on the east elevation of the building along with tuckpointing 1750 sq. ft of brick masonry on the was agreed upon.

**Estimate**

**Range \$119,880 - \$137,862**

**2 Roofing**   Health   Code   Safety   Environmental  
**Problem:** The slate roof is in very poor condition. Loose and missing shingles, discontinuous felt paper, roof decking failures, holes in the flashing and split gutters all contribute to the ongoing water leakage entering the building above the 4<sup>th</sup> floor. This water leakage has deteriorated the interior plaster finish in offices in the Accounting, Finance, Law, and City Manager's Departments.

**Repair:** The scope of work proposed by Building Technology consultants, PC (BTC) in their December 2002 report entitled *Evaluation of Civic Center Roofs* Table E-2 Option 2- Complete Tear-Off and Replacement with Asphalt Shingles was used as a basis to solicit estimates from contractors.

**Estimate**

**Range \$1,914,000 - \$2,201,100**

**3 Painting**   Health   Code   Safety   Environmental  
**Problem:** The gutters, trim and some of the ornamentation on the exterior of the building must be scraped, prepared, primed and painted to preserve these exterior building components. This will improve their durability, reduce the leaking and deterioration, and help to preserve the underlying structure. Paint will also prevent water leakage through some of the smaller joints in these building elements.

**Repair:** Paint all exterior ornamentation that has been previously painted.

**Estimate**

**Range \$37,090 - \$42,653.**

## ■ Environmental Repairs

The initial wing of the Civic Center was built in 1907. During this past century, codes ordinances and construction practices have all changed significantly. As the building was altered and rehabilitated specific construction means, methods and materials were not documented, and many are unknown at this point. Numerous environmental concerns arise due to this lack of knowledge.

### ■ Asbestos Containing Material (ACM)

1 ACM       Health       Code       Safety       Environment

In 1985, the environmental consulting firm; Carnow, Conibear & Associates, Ltd conducted an environmental investigation to identify the presence of asbestos containing materials (ACM) in City of Evanston-owned buildings. In that report, Carnow Conibear identified 21 areas in the Civic Center found to have ACM. The City had a large portion of this material abated several years ago. As part of the due diligence for preparing a quote for this report, Davis Environmental conducted a brief survey to verify the presence/absence of ACM in the building. In 2008, Davis Environmental found ACM in the following 3 locations in the Civic Center:

- Orange Linoleum Floor Covering throughout the West wing of the building on all 5 floors
  - 800 Linear feet of Thermal System Insulation (TSI pipe insulation) in the ground floor ceilings.
  - 10 linear feet of TSI on the coils of the attic HVAC unit.
- No other ACM was identified in their "Preliminary" investigation.

**Problem:** Thoroughly Investigate the Civic Center to verify the presence /absence of ACM in the building.

**Repair:** Retain an environmental consultant to conduct a thorough investigation of the building for ACM.

**Estimate**

**Range \$25,000 - \$28,750**

**Problem:** The observed 800 linear feet of ACM pipe insulation in the basement ceiling has been disturbed and is friable. This material must be either encapsulated or removed.

**Repair:** Completely remove approximately 800 lin ft of TSI from the ground floor ceiling and re-cover the pipes with new insulation.

**Estimate**

**Range \$190,454 - \$219,022**

**Problem:** There is 10 linear feet of friable ACM on the coils of the attic HVAC unit. This unit will be removed and replaced as part of the proposed HVAC repairs which will be discussed later in this report

**Repair:** Completely remove approximately 10 linear ft. of TSI from the coils of the attic HVAC unit.

**Estimate: Included in Pipe insulation estimate**

**Problem:**

Representatives of the Health Department contacted the Illinois Environmental Protection Agency (IEPA) to verify the need to abate the ACM in the floor tile. The following is a transcript of the verbal response from the IEPA

Alan Grimmitt of the Illinois Environmental Protection Agency stated that the asbestos rules center around the demolition or remodeling of surfaces that have asbestos. Floor tiles are typically listed as a Category 1 non-friable surface. The IEPA does not consider a surface to be detrimental to health unless the surface has been disturbed. He did say that Federal OSHA inspectors may view the placing of duct tape on the cracks of the floor as a disturbance and any disturbance over 3 linear feet needs a licensed asbestos contractor to abate the material.

Currently, there are many areas of split cracked linoleum flooring covered with duct tape in the Civic Center. Leaving the flooring alone will constitute a tripping hazard. To remove the tripping hazard, the floor tile must be worked on. In many cases, this constitutes disturbing the ACM. Only licensed asbestos contractors are properly trained to work on ACM. If the floor is to be repaired or removed, a licensed ACM contractor must do it.

**Repair:** Remove and replace approximately 14,000 sq. feet of ACM sheet linoleum in the building using a licensed ACM abatement contractor. Once the flooring has been removed, it must be replaced with new resilient flooring.

**Estimate**

**Range \$412,781 - \$474,698**

**2 Mold**       **Health**       **Code**       **Safety**       **Environment**

Continued, prolonged water leakage into of the building has caused significant deterioration of the interior plaster wall and ceiling finishes in the following areas:

- Law Dept.
- Finance Dept.
- City Manager's Office (Formerly the Budget Office)
- Traffic Engineering Office on the 3<sup>rd</sup> floor
- City Clerk's Office on the 1<sup>st</sup> floor
- League of Woman Voters 1<sup>st</sup> floor

Over the past few years, FM tradesmen have removed portions of the interior plaster finishes from the exterior walls and ceilings in the Accounting, Law, and Finance Departments, the City Manager's and City Clerk's Offices as well as the League of Women's Voter's office. Extensive cracking, flaking and efflorescence of the plaster in these areas resembled moldy conditions. A musty odor in some of the rooms was believed to be the result of mold build-up. Staff in the Civic Center expressed concerns that the condition in some of the affected rooms is un-healthy.

The west exterior walls of rooms 4000 and the associated storeroom in the Accounting Division have experienced extensive, prolonged water leakage. The interior wall and ceiling finishes in these areas are severely deteriorated. FM tradesmen removed the

plaster finish in the storeroom in December 2007 because it appeared that the plaster would collapse into the room. The plaster finish on the west wall of room 4000 in the Accounting Division is still in place although extensively deteriorated. As part of their due diligence for preparing an estimate for this report, Davis Environmental conducted a brief survey to verify the presence/absence/concentration level of mold in these two areas of the Civic Center. The air and walls were tested as part of the research for the preparation of this report. Little to no mold was detected in these areas. This level was reported to be similar to the levels that would be expected outside in a field. The types of mold that were found were not generally known to cause severe reactions in these low concentrations.

There are no maximum acceptable exposure levels established in any federal, state or local codes with respect to mold. Reaction to mold spores is a function of an individual's sensitivity, exposure duration, mold species and the exposure concentration that an individual is exposed to. The higher the concentration of mold spores that an individual is exposed to, and the longer the individual is exposed, increases the likelihood of an adverse reaction to the mold.

Portions of the interior plaster have been removed from the exterior walls in the Accounting, Law, Finance, City Manager's and City Clerk's Offices. Portions of the interior finish should also be removed from the Traffic Engineering Office on the 3<sup>rd</sup> floor, League of Woman Voters and additional areas in the Accounting Dept. Once the plaster finishes have been removed, an oil based sealer can be applied to the brick to slow the re-occurrence of mold growth on these surfaces. It should be understood that until the source of the moisture in the walls and ceilings is eliminated the mold will re-occur. Only removing the conditions that are conducive for mold growth will prevent its future growth. If the roof and masonry are not repaired, mold growth will continue. Davis Environmental has provided the City of Evanston with prices for this work.

**Problem:** Identify the presence/absence/concentration level of mold in remaining areas of concern in the Civic Center.

**Repair:** Retain an Environmental Testing Agency to survey the remaining areas of concern. Costs included in Lead abatement.

**Problem:** Remove any interior finishes that are found to contain significant amounts of mold. Cost included in Lead abatement estimate

3 Lead       Health       Code       Safety       Environmental

Lead based paints were used until 1986. As part of the research to prepare a proposal for this report, Davis Environmental Labs, Inc. tested the paint in room 4000 and the adjacent storeroom for the presence of lead. Lead was found in both the plaster and window paint. It is likely that most of the walls within the Civic Center have been painted with lead based paint at one time or another. Like, asbestos, intact, undisturbed surfaces do not pose a threat to building occupants if they contain lead. Only if the lead containing material can be inhaled or ingested is it a potential danger to the building's occupants.

Materials containing lead must have the lead abated by a licensed professional prior to having the materials disturbed.

**Problem:** Davis Environmental conducted tests to determine if lead is present in the deteriorated plaster wall surfaces in room 4000 of the Accounting Dept. These tests indicated that lead is present in the wall and window trim paint. The presence/absence of lead in other areas of the building should be verified prior to the removal of interior finishes.

**Repair:** Conduct Environmental testing to determine if lead is present in the other areas where plaster will be removed.

**Estimate:**

**Range \$8,800 - \$10,120**

**Problem:** Due to the presence of lead, the painted plaster in room 4000 of the Accounting Dept. must be removed by personnel trained in lead abatement. FM does not have any tradesmen that are trained in lead abatement; therefore, the removal of the plaster in room 4000 of the Accounting Dept. will need to be done by a qualified lead abatement contractor. If these tests come back positive for other areas of the building, this material will need to be abated by licensed professionals as well. If this is the case, lead abatement and mold abatement can be done at the same time.

**Repair:** Retain an abatement contractor to abate the deteriorated plaster in the other areas listed above.

**Estimate:**

**Range \$16,280 - \$18,722**

#### ▪ Interior Repairs

1 Electrical Distribution Health Code Safety Environmental

Based upon previous reports, there is adequate power available in the Civic Center. It is not distributed properly. Several panels are at capacity, while others are not fully utilized. Numerous circuit breakers in the center distribution panel cannot be removed.

**Estimate**

**Range \$98,500 – \$113,275**

2 Sprinkler System Health Code Safety Environmental

**Code**

#### ▪ Sprinkler System Requirement

The total floor area of the existing building is larger than the allowable 73,500 sq. ft. given by the 2003 International Building Code (IBC) for its use and type of construction. Only the addition of a sprinkler system would raise the Code permitted total floor area above the existing area value to bring the building into compliance with this section of the code.

**Problem:** The code requires a building of this type of construction, and this occupancy to be fully sprinklered. Only a portion of the attic is sprinklered at this time.

**Repair:** Design and installation of a wet-pipe sprinkler system throughout the Civic Center to comply with the existing building code requirements. This will increase safety

of the staff and bring the building into compliance with the current codes. The installation of a sprinkler system should also reduce insurance costs. The sprinkler contractor quoted costs for materials and labor for the design and installation of the sprinkler system only. There will be a need for 2 carpenters to remove and replace ceilings before and after the work is done. Material costs are estimated for new ceiling materials.

**Estimate**

**Range \$1,200,000 - \$1,380,000**

**3 Elevator Repairs**   Health   Code   Safety   Structure   Appearance

**Code**

▪ **Elevator Improvement Requirements**

The State of Illinois is requiring that all existing conveyances be in compliance with ASME A17.3 2005 by January 1, 2009, with the exception of single bottom cylinder and fire service upgrades; which are required to be completed by January 1, 2011. Required improvements include an IAC compliant phone and solid state motor starters and controllers

**Problem:** The existing 2 elevators need upgrades to comply with recent changes to the code. The existing starters are mechanical and not solid state. They do not protect against the in-rush current, nor do they have protection against overload, reverse or loss of phase. The existing phones allow for communication between the elevators and the emergency 911 center. They are not IAC compliant.

**Repair:** The scope of work required to comply with the new code requirements includes: Remove the existing mechanical starters and install new Solid-State Starters to control motor starting and limit the in-rush current. The new starters shall have built-in protection for overload conditions, reverse phase, and loss of phase.

Furnish and install new IAC compliant phones that enable communication between persons in the elevators and a 24-hour answering service. The current phones are not IAC Compliant.

**Estimate \$6,981   Range \$8,028**

**4 Floor Openings**   Health   Code   Safety   Structure   Appearance

**Code**

▪ **Floor Openings**

Section 707.2, Exception #7 of the IBC 2003 allows openings in floors without requiring shaft enclosures under certain conditions. The changes in stairwell enclosures suggested for the Civic Center with resultant floor openings without enclosure comply with the criteria in this Code section and can be done.

**Problem:** The floor opening from the first floor down to the ground level in the center entry in conjunction with the open main stairwell creates a three floor high vertical opening in the building from the ground floor up to the 2<sup>nd</sup> floor. Similarly, the floor openings and stairwells across from, and adjacent to, the elevator core create a 5 floor high vertical opening in the building from the ground floor up to the 4<sup>th</sup> floor. In the event of a fire, smoke and fire can travel unimpeded vertically through these opening. The current building code allows vertical openings of no more than two consecutive floors.

**Repair:** The floor openings need to be closed, and the stairwells need to be enclosed in such a manner so as to prevent the travel of smoke and fire from floor to floor. There are three locations in the Civic Center where openings in the floors create chases where fire could jump unrestricted up three floors:

- The center entry where a floor opening from the first floor down to the ground floor coincides with the stairwell opening up to the 2<sup>nd</sup> floor
- The stairwell between floors G, 1, and 2 across from the elevators
- The stairwell between floors 2, 3, and 4 adjacent to the elevators

These openings and portions of the stairwells must be enclosed to comply with current code requirements.

**Estimate**

**Range \$240,000 - \$276,000**

5 HVAC Repairs    Health    Code    Safety    Structure    Appearance  
**Code**

▪ **Ventilation Requirements**

The 2003 International Mechanical Code requires ventilation by the introduction of outdoor air in cubic feet per minute (CFM) for the following type spaces;

Office = .14 CFM per sq. ft. of floor space

Assembly = 2.25 CFM per sq. ft. of floor space

Toilets = 75 CFM for each water closet or urinal

The existing air handling systems do not provide these levels of ventilation.

**Problem:** The existing HVAC system does not provide any fresh air into the building. A HVAC system designed to provide fresh air to the Civic Center was shown on the contract documents for the renovation of the Civic Center in 1977. The HVAC system is non-operational at this time, and portions of it were never operated. The system was designed in two complete stand-alone parts, including separate air intakes, exhausts, separate fans and air shafts from the attic; a south shaft adjacent to the elevators, and a north shaft adjacent to the northern stairwell. All of the ductwork in the airshafts appears to be complete as drawn. The top of the south shaft is not connected to the south air intake and exhaust system in the attic. The north shaft is connected. Deficiencies in both systems include:

- No connection to any supply or exhaust system for the toilet rooms
- An ineffective means of tempering exterior air either through heating in the winter, and no means of cooling and dehumidifying in the summer.
- No air filtering capabilities
- No monitoring or controls

Representatives of FM showed the systems to representatives of the engineering firm of CCJM and operated the systems for representatives of National Heat and Power. Based upon their understanding of the conditions at the building, the following scope of work was created:

**Repair: Engineering**

The existing supply and exhaust system abandoned in the attic and risers will be surveyed to determine reuse and possible modifications and upgrade to meet ventilation requirement of the building. CCJM proposes providing contract

documents to design a proper, Municipal Code Compliant Makeup Air System for corridors on all 5 floors and the 12 toilets.

Work shall include a site investigation and an analysis of feasible HVAC and Electrical design. CCJM shall work in concert with the City of Evanston, in order that solutions are integral to the needs of this space. We shall provide, Design Development, Contract Documentation, and limited Construction Administration for MEP/FP work. See CCJM proposal in Appendix A.

**Estimate \$35,000 Range \$40,250**

#### **HVAC Contractor**

Remove existing supply and exhaust fans along with sufficient ductwork to provide room for the new equipment in both systems in the attic.

Provide new exhaust and supply fans

Provide filtering systems

Provide tempering systems including heating, cooling and dehumidifying

Provide new ductwork from existing air shafts to existing toilet rooms

Re-work electrical power to new HVAC equipment

Provide additional structural support for new equipment

**Estimate \$1,000,000 Range \$1,150,000**

#### **▪ ADA Compliance Repairs**

The need to make the building compliant with the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and the Illinois Accessibility Code (IAC) is the primary focus of this section of the report. A site accessibility survey of all departments that are located within the Civic Center was conducted in April of 2008. The following issues were found:

#### **Issue 1: The Civic Center does not currently meet the minimum standards for the number of accessible entrances needed according to ADAAG as well as the IAC Code**

##### **▪ Exiting Requirements**

The number, location, travel distance to, and width of existing exits are in compliance with the current Building Code requirements.

A need for a one-hour fire rated enclosure of the corridors, which currently are not enclosed, would be removed if a sprinkler system is provided.

In new buildings, AC 400.310 applies. According to IAC 400.310 Sub B(b)(2): At least 50% of all public entrances must be accessible, at least one (1) must be a ground floor entrance.

Also according to IAC 400.310 Sub b (b) (2) (b): Accessible entrances must be provided in a number that is at least equivalent to the number of exits required by the equivalent fire/building code. In the alteration of an existing building IAC Section 400.510 applies up until the repair costs amount to 50% or more of the reproduction cost of the entire facility. Under this code section only one compliant entrance must be provided. Although code does not specifically require additional compliant entrances, due to the long travel distances, staff recommends the inclusion of additional entrances on the east side of the building.

The existing doorway at the first floor that leads from between the elevators out to the concrete mezzanine is not considered an exit by code since it does not lead immediately

out and away from the building. It could be removed to reduce the amount of access points and improve building security.

**IAC Front Ramp**      Health      Code      Safety      Environmental

**Problem:** There is no IAC compliant entrance on the east side of the building. The existing configuration of the building forces disabled individuals that are dropped off in the front of the building, to go to the rear of the building to enter. Public transportation drops off its patrons on Ridge on the east side of the building. An IAC compliant entrance must be created on the Ridge Avenue side of the building to reduce travel distances to a reasonable level.

**Repair:** In 2002 the City contracted with Elliott Dudnik & Associates to provide architectural and engineering services for an IAC compliant east entry ramp at the front of the building. Design documents were prepared and the project was stopped at that point pending further guidance from the Civic Center Committee. FM provided the design documents to representatives of a local contractor to help staff estimate the cost of the work. The scope of work includes:

- Provide a sloped concrete walkway extending south from the east center entry sidewalk up to the east first floor entry across from the elevators
- Enclose the area beneath the porch roof to make a vestibule
- Install a stairway and walkway from the raised south end of the sidewalk to Ridge
- Install a masonry retaining wall at the south end of the walk

Costs were also included for architectural engineering fees for this project as if it were started from the beginning.

**Estimate**

**Range \$95,500 - \$109,825**

**Issue #2: Door Handles**

Health      Code      Safety      Environmental

**Code:**

According to IAC 400.310(b)(8): Handles, pulls, latches, locks, and other operating devices on accessible doors shall have a shape that is easy to grasp with one hand and does not require tight grasping, tight pinching, or twisting of the wrist to operate. Lever operated mechanisms; push type mechanisms and u-shaped handles are acceptable designs.

**Problem:** The majority of the door hardware in the facility is the type that requires an individual to pinch or twist the wrist to open the door. This type of hardware is non compliant and does not allow individuals who have dexterity issues to be able to open the doors independently without assistance.

**Repair:** This scope of work includes removal and replacement of existing doorknobs, lock and latch sets to replace them with IAC compliant lever handle sets. Simply removing and replacing the handles is not an option since the internal springs are not strong enough to maintain the new lever handles in a proper position. To date, FM has

been replacing the existing lock and latch sets with new lever handles as the existing hardware breaks. This replacement has been completed on many of the doors in the public spaces. The costs contained in the spreadsheet reflect the costs to replace all of the remaining knobs with lever handles.

**Estimate**

**Range \$45,419 - \$52,232**

**Issue #3: Accessible Men's and Women's Toilet Rooms**

Health

Code

Safety

Environmental

**Code:**

To be compliant with the current code, there must be accessible toilet rooms on a minimum of alternating floors in an accessible facility.

**Problem:** There are IAC compliant men and women's toilet rooms on the 2<sup>nd</sup> floor by the Council Chamber. There is an accessible women's toilet room on the 3<sup>rd</sup> floor of the building and an accessible uni-sex toilet on the ground floor. This number, location and type of toilet rooms do not fulfill the requirements for toilet rooms in an accessible facility. The Unisex toilet room on the ground floor does not fulfill a portion of this requirement since it is uni-sex. The women's toilet room at the north end of the 1<sup>st</sup> floor also does not fulfill a portion of this requirement since it is not accessible to the public. To fulfill the accessibility requirement the city must install accessible men's and woman's toilet rooms on the first floor as well as an accessible men's toilet room on the third or 4<sup>th</sup> floor.

**Repair: Rehabilitate 4<sup>th</sup> Fl. Men's Toilet Rm**

In 2002 the City contracted with Elliott Dudnik & Associates to provide architectural and engineering services for the rehabilitation of the 4<sup>th</sup> fl men's toilet to make it an IAC compliant toilet room. Design documents were prepared, and the construction documents were started. The project was halted pending a decision by the Civic Center Committee on the ultimate fate of the Civic Center. FM provided the documents to representatives of a local contractor to help staff prepare an estimate for this work. The scope of work includes:

- Remove existing raised flooring
- Lower all fixture rough-in heights and re-install fixtures
- Install new flooring
- Install new toilet partitions, wall finishes, ceiling and lighting
- Remove and replace existing door at lower floor height.

Costs were also included for architectural engineering fees for this project as if it were started from the beginning.

**Estimate**

**Range \$51,000 - \$58,650**

**Repair Rehabilitate 1st Fl Toilet Rms**

The 2002 design and partially completed contract documents for the rehabilitation of the 4<sup>th</sup> floor toilet were used as a guideline for the rehabilitation of the 1<sup>st</sup> floor men's toilet.

The combined cost provided by Pinel Andrews for the 4<sup>th</sup> floor and 1<sup>st</sup> floor men's toilet rooms was used to estimate the cost of providing both a woman's and a men's accessible toilet on the 1<sup>st</sup> floor. The scope of the work includes:

- Remove existing raised flooring in the existing men's toilet room
- Lower all fixture rough-in heights and re-install fixtures in the existing men's toilet room.
- Enlarge adjacent office space to accommodate new woman's toilet room layout.
- Rough in woman's plumbing in adjacent room
- Install new flooring in both rooms
- Install new toilet partitions, wall finishes, ceiling and lighting in both rooms
- Remove and replace the existing door in men's toilet room to the lower floor height.

Costs were also included for architectural engineering fees for this project as if it were started from the beginning.

**Estimate**

**Range \$73,000 - \$83,950**

**4. Interior Signage**

Health

Code

Safety

Environmental

**Code**

The facility does not have compliant signage for the lobby or permanent spaces such as washrooms and office suites. The IAC requires compliant signage for all permanent office spaces. This must include Braille characters.

In addition to ADA requirements, signs to identify rooms as well as directional signage in the corridors are required under the International Fire Code, local amendments, Section 510.2 and 510.3.

**Problem:** The signage including directional signage in the Civic Center is not compliant with the IAC and the International Fire Code.

**Repair:** Scope of work to include:

Signage design procurement, delivery and installation

Main Building Directory

5 Floor Directories

Room signs, 8" x 8" tactile/Braille number with 4" window and clear lens to accept printed insert

**Estimate**

**Range \$27,664 - \$31,813**

**Section 3 Cost Estimate Spread Sheets**

Costs for the scope of work outlined in section 2 of this report were obtained from local contractors, sub-contractors, engineers, architects, and vendors. These vendors supplied these costs to the City of Evanston knowing that these estimates were to be used for budgetary purposes only. They understood that funded, biddable projects may not be initiated for months, years, or ever. The scopes of work that were presented for estimating varied from verbal descriptions, to written lists, and in some cases design drawings. Similarly, the estimates were submitted verbally, written generally, and in

some cases written with detail. Due to the lack of a detailed scope of work such as plans and specifications, an estimate range was created for each scope item. It is important to note that the renovation of an older building entails a large "Unknown Factor".

The scope of work outlined in Section 2 will take more than one year to implement. Retaining, Design professionals, developing bid documents, bidding, and hiring contractors or construction managers and executing the work all takes time. Staff estimates that some of the longer lead items will take two years to implement. Planning the logistics of multiple concurrent projects at the Civic Center would be disruptive to staff and visitors to the building. Finally, staff does not have the capacity to manage this project and therefore is recommending that the City retain a Construction Manager under contract to manage this project.

#### **Section 4 Additional Work Not required by Code**

Staff has provided the following project schedule to give the Civic Center Committee a better idea of the potential duration of the project, and the amount of disruption that will occur in the building. It should be noted that ACM abatement, and sprinkler installation work were planned for second shift work to reduce the disruption to ongoing activities in the Civic Center.

##### **• Parking Requirements**

The Zoning Ordinance would require 199 parking spaces to serve the building. A parking survey done by Public Works in August 2007 placed the need at 350 spaces. There are currently 215 existing parking spaces.

These numbers do not agree with the analysis contained in the Ross Barney Fit Test Report.

##### **IAC West Ramp**

The existing ramp on the west side of the building that extends down to the center entrance is not compliant due to its pitch, and the bump at the bottom. The pitch is too steep, and the bump at the bottom is too high.

**Repair:** To fulfill the requirements of the IAC, the following scope must be implemented to the main west side entry ramp:

- Remove the existing ramp and floor drain
- Re-pitch the existing sub-grade. This will include extending the ramp to the west
- Install a new floor drain at the base of the ramp
- Install a new concrete ramp with handrails.
- Install new IAC compliant doors at the bottom of the ramp.

Although some preliminary work was started on this project, no design or contract documents were prepared for this scope of work.

##### **Estimate**

**Range \$51,500 - \$59,225**