

**To:** Dr. Mike Riggle  
Board of Education

**From:** Dr. Kimberly Ptak

**Date:** Monday, April 29, 2019

**Re:** Award of Capital Project Bids Summer 2019 - District Capital

**Recommendation**

It is recommended that the Board of Education award the bids as presented below for district capital projects in the amount of \$262,747.

Funding Source:		District Capital Projects (Fund 60)		
		Safety & Security Manager Office	GBS Athletic Office Relocation	Total Cost
Trade	Contractor			
Electric	Carey Electric	\$4,200	\$31,237	\$35,437
General Trades	Monarch Construction	\$4,100	\$77,510	\$81,610
Mechanical	Amber	\$2,200	\$135,000	\$137,200
Flooring	Vortex	\$1,400	\$7,100	\$8,500
<b>Total Cost</b>		<b>\$11,900</b>	<b>\$250,847</b>	<b>\$262,747</b>
<b>2/25/19 Estimate</b>		<b>\$15,000</b>	<b>\$245,000</b>	<b>\$260,000</b>
<b>Overestimate/ Underestimate</b>		<b>-\$3,100</b>	<b>\$5,847</b>	<b>\$2,747</b>

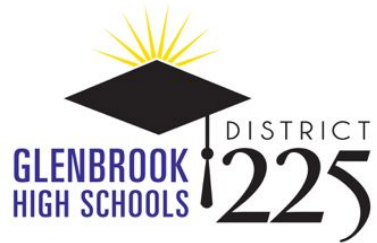
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**Background**

One component of the District's operating budget is an amount designated for capital projects that are not funded by life safety bond proceeds. The amount budgeted is based on the facility master plan, which incorporates ongoing physical plant maintenance including paving and concrete services, and other identified facility projects intended to enhance the student experience.

It should be noted that capital projects such as these are funded on a "pay as you go" method and built into the overall district operating budget. Presently, the school district budgets approximately \$1,000,000 each year for capital projects. At the Monday, February 25, 2019 regularly scheduled board meeting, the Board of Education authorized Arcon Associates to create bid specifications for a Safety and Security Manager office as well as the relocation of the GBS athletic office. (February 25, 2019 memo attached.)

Location	Description	Cost
<b>Previously Bid Projects</b>		
GBN	Paving and Concrete	\$273,897
GBN	Pool Deck Repair	\$351,900
<b>Newly Bid Projects</b>		
GBA	Safety and Security Manager Office	\$11,900
GBS	Athletic Office Relocation	\$250,847
	Subtotal	\$888,544
	7% architectural fee	\$62,198
	6% construction management fee	\$53,313
	4% contingency	\$35,541
	<b>Total Cost of Capital Projects</b>	<b>\$1,039,396</b>



**To:** Dr. Mike Riggle  
Board of Education

**From:** Dr. R.J. Gravel  
Dr. Lauren Fagel  
Dr. Kim Ptak  
Mr. Casey Wright

**Date:** Monday, February 25, 2019

**Re:** Recommended Additional District Capital Projects for Summer 2019

**Recommendation**

It is recommended that the Board of Education authorize the District administration to work with ARCON Associates, the District architect, to develop bid specifications for two additional capital projects (GBS Athletic Office relocation, GBA Safety and Security Office) to be completed during the summer 2019 summer months.

**Background**

One component of the District’s operating budget is an amount designated for capital projects that are not funded by life safety bond proceeds. The amount budgeted is based on the facility master plan, which incorporates ongoing physical plant maintenance including paving and concrete services, and other identified facility projects intended to enhance the student experience.

It should be noted that capital projects such as these are funded on a “pay as you go” method and built into the overall district operating budget. Presently, the school district budgets approximately \$1,000,000 each year for capital projects.

Location	Description	Cost
<b>Previously Approved Projects</b>		
GBN	Paving and Concrete	\$273,897 (actual)
GBN	Pool Deck Repair	\$351,900 (actual)
<b>Newly Proposed Project</b>		
GBA	Safety and Security Manager Office	\$15,000 (estimate)
GBS	Athletic Office Relocation	\$245,000 (estimate)
	Subtotal	\$885,797
	7.5% architectural fee	\$66,435
	7.5% construction management fee	\$66,435
	2% contingency	\$17,716
	<b>Total Cost of Capital Projects</b>	<b>\$1,036,383</b>

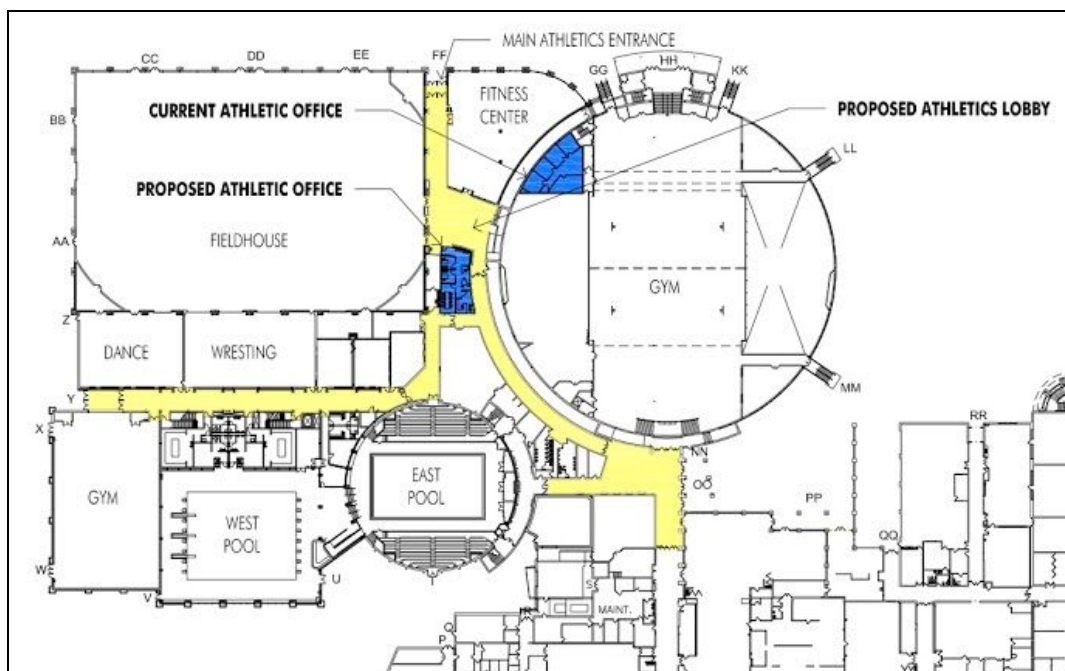
### Glenbrook South Athletic Office

Currently, the Glenbrook South athletic office is located on the second floor adjacent to the main gym (the Titan Dome). The athletic office provides space for the Athletic Director, two Assistant Athletic Directors, Administrative Assistant, and a general use conference room. The current offices are original to the building, difficult to find, and require cutting through the main gym in order to access the space. Over time, the office layout has become impractical, and impacted by other facility enhancements such as the addition of a spin classroom below the offices resulting in loud music being heard throughout the day.

Athletic offices are a highly accessed location by community members, coaches, officials, and students on a daily basis, throughout the school year and summer months. Recognizing the high profile nature of these spaces, it has been a goal to update the athletic offices at both Glenbrook North and South. The Glenbrook North office renovation was completed during the summer of 2015, in conjunction with a new physical education department office space. Their new space is located in a prominent area of the athletic corridor, with direct access to an exterior door and in close proximity to the field house and the back gyms. As a result of other capital project bids being lower than estimated and the opportunity to shift two capital projects to life safety, we are recommending completing the Glenbrook South office relocation project during the summer of 2019.

The proposed location is currently a 1,000 square foot storage room centrally located on the first floor in close proximity to the fieldhouse, main gym, natatorium, fitness center, P.E. offices, and main athletic entrance. Additionally, it is located in the center of two highly trafficked corridors making the space easily visible and accessible for students, staff, coaches and community members. The athletic administrative team holds meetings regularly throughout the school day, afternoon, and evening. The existing space would fill the need for P.E. and athletic storage, without adding any additional cost to the project.

Below is a composite map showing the current and proposed locations of the Athletic Office as well as a few renderings of the proposed space.





**ARCON** **GBS Athletic Office**  
Glenbrook High School District 225  
Project No. 18126

January 3, 2019



**ARCON** **GBS Athletic Office**  
Glenbrook High School District 225  
Project No. 18126

January 3, 2019

**District Administration Building Safety and Security Manager Office**

Currently the District Office lacks a private office space for the Safety and Security Manager . Given the nature of the job and, at times, the need for confidential discussions, it is recommended that the northeast corner of the technology suite be converted into an office. The original design of the space allows for an office to easily be added without interfering with window lines, soffits, or mechanical equipment. The cost includes adding a wall, door with sidelight, painting, minor carpet repair and minor VAV rerouting.

