



MEMO TO: IHLS Board of Directors  
FROM: Leslie Bednar  
DATE: December 16, 2016  
RE: Champaign Office Roof Second Change Order Request

Late last week, King-Lar Roofing, Inc. provided IHLS staff with a project update. As they continue to replace the old roofing system on the west half of the Champaign building, more of the original steel decking has needed replacement beyond the contractor's second estimate in November. Looking forward to replacement of the east half of the roof, we requested a worst-case scenario cost estimate. We received the estimate yesterday and I share the information with you in preparation for next Tuesday's special board meeting.

### ***Recent Information***

--IHLS staff refer to the west side of the Champaign roof as the "good" side. At this point it may be difficult to convince our colleagues in the building that any side is good and we all wait patiently for project completion. During construction pop-up leaks occur in all areas of the interior. Our staff who can work from home (SHARE staff) began to do so this week and will continue this practice until the project is completed. Operations staff take care to cover tubs and shelves as much as possible to avoid damage to library materials.

--As old roof removal continues the contractors have found the steel decking in many areas deteriorated beyond repair. Several sections have disintegrated to a powdery state which was providing no structural support. The result: less confidence in the condition of the remaining side of the roof. The east side of the roof has had numerous repairs in the building's 45-year history.

--King-Lar's estimate for steel decking to cover the entire east side of the roof (6,000 square feet) is 100 sheets of 12' x 20' decking at a total cost not to exceed \$34,020.00 including installation.

### ***Board-approved Expenditures to Date***

--Original estimate and contract included 5 sheets of steel decking and flashing around roof drains. Total contract = \$119,268.00, approved October , 2016.

--Additional contract for complete replacement and installation of 8 new drain systems. Total contract = \$6,200.00, approved November , 2016.

--First change order request for additional steel decking (30 sheets of 12' x 20'). Total not to exceed \$10,200.00, approved November , 2016.

**Replacements Included in Original Estimate and Contract**

--Original estimate and contract included 5 sheets of steel decking and flashing around roof drains.

**FY2017 Capital Fund Budgeted Expenditures**

--The FY2017 Capital Fund budget included approximately \$120,000 for a roof replacement at the Champaign office. It also included approximately \$60,000 for repairs to the parking lot at that building and \$5,000 for a door replacement project on the north side of the building.

**Additional Information**

--We will have the current estimate, photo documentation, the original contract, and the first change order request available for review by board members at each of our offices and the Illinois State Library.

--Using the worst-case scenario cost and expenditures approved to date, the ultimate cost projection looks like this:

Original contract	\$119,268.00
Roof drains	\$6,200.00
First change order	\$10,200.00
Second change order	\$34,020.00
<b>Total</b>	<b>\$169,688.00</b>

**Management recommendation:**

Approve additional expenditures as follows:

--Replacement of additional areas of damaged decking not to exceed \$34,020.00

IHLS Financial Policies and Procedures require expenditures of \$20,000.00 or more in an emergency situation to be passed by  $\frac{3}{4}$  of board members present.

Thank you for your consideration.