

WWBROWN INC PROJECT MANAGEMENT

- INTRODUCTORY STATEMENT
 - SERVICES
 - RECENT WWBROWN PROJECTS
 - COMPLETED CHICAGO BOTANIC GARDEN PROJECTS
 - EXPERIENCE
-

WWBROWN INC provides project management services to clients seeking maximum cost effectiveness and quality of product in their design and construction services for capital projects. Through the entire process of design and construction, WWBROWN INC serves and represents the owner to ensure that the objectives of the project are met and that the owner is completely satisfied with the project outcome.

As principal of the company, William (Bill) Brown brings to each new assignment his eighteen years of experience as Vice-President of Facilities and Planning at the Chicago Botanic Garden. Through his work for the Garden and as an independent consultant, Bill has a broad range of experience in a variety of project types including: new and renovated buildings, gardens, bridges, infrastructure jobs, and restoration of historic churches and private residences. Bill is also skilled at leading interpretative teams for projects that have a feature of interpretation for public audiences. In addition, he has extensive experience supporting grant writing in the preparation of proposals for government entities, foundations, and other funding sources.

The following material outlines the services provided to support the stated objectives, representative projects successfully completed, and a profile of work experience.

AVAILABLE SERVICES

Design Phase Services

- Consult with Owner to understand Owner's objectives for the design and construction of the Project.
- Review agreements with the architect, engineers and other consultants, including fees, schedules, deliverables, and reimbursables and assist Owner in negotiating and completing such agreements.
- Coordinate with the architect, engineers and other consultants in their preparation of all plans, specifications and drawings for the Project
- Coordinate and facilitate design meetings, including presentations to Owner by the architect, engineers and other consultants.
- Monitor and advise Owner regarding the development of the design and construction schedule and budget for the Project during the design phase.
- Monitor and report to Owner (both orally and in writing) as reasonably required by Owner with respect to scheduling, costs, design, permitting and any other issue having a material effect on the Project.
- Consult with Owner regarding construction feasibility, availability of materials and labor, methods of procurement of materials and labor, choice of contractors and other consultants, time requirements, construction phasing issues and factors relating to cost.
- Interface with all government agencies as necessary to obtain and secure all permits, approvals, or other authorizations as necessary to complete the Project.
- Review and advise Owner as to all construction documents for the Project and consult with Owner, the architects, engineers and other consultants in connection therewith.
- Consult with Owner regarding insurance requirements for the Project and confirm that the architect, engineers, general contractor and other consultants are in compliance with Owner's insurance requirements.
- Consult with Owner regarding plans for temporary relocation of operations and personnel during construction.
- Review and recommend to Owner all invoices for payment received from the architect, engineers and other consultants. With Owner's direction and input, represent Owner in any payment disputes with the architect, engineers and other consultants.

Bidding Phase Services

- Make recommendations to Owner regarding qualified contractors, subcontractors and other consultants as required to construct the Project.
- Oversee and facilitate prequalification of contractors.
- Review and prepare bid packages, including preparing summaries of each bid.
- Review and assist Owner in negotiating construction contracts for the completion of the Project.
- Analyze bids and assist Owner with contractor selection.

Construction Phase Services

- Direct and facilitate pre-construction meetings with the Owner, the architect, engineers and contractors.
- Schedule, direct and facilitate meetings with Owner, the architect, engineers and contractors during the construction of the Project.
- Working with the architect, engineers and contractors, facilitate identification of particular long lead time construction systems and elements proposed for the Project, and recommend pre-purchase of any such elements or systems.
- Monitor all phases of the construction of the Project and represent Owner in its dealings with contractors during the construction of the Project.
- Report to Owner (both orally and in writing) as reasonably required by Owner on construction phase progress and highlight all issues requiring Owner input or decisions.
- Monitor the Project schedule and budget throughout the construction phase with respect to adherence to established scheduled and budget requirements for the Project.
- Monitor logs maintained by the architect or contractor of bulletins, change orders, RFI's, submittals, transmittals, payment applications, and other document exchanges with respect to open construction, documentation, or financial issues on the Project.
- Monitor schedules developed by the architect, engineers and contractor for review of shop drawings and other submittals.
- Review with Owner and the architect or other appropriate consultant, any proposed change orders and their impact on the Project schedule and budget, and with direction and input from Owner, negotiate with the general contractor or other consultant any such change orders on the Owner's behalf.
- Coordinate required tests, inspections, reviews, and any meetings needed to comply with oversight requirements of any applicable governmental agencies.
- Coordinate work of any consultants, as needed, that are not under the direction of the architect, including consultants for FF&E and signage.
- Working with the architect, assist in reviewing all payment applications and supporting documentation, including lien waivers, and make recommendations regarding payment of draw requests.

Construction Phase Services continued

- Working with the Owner, architect, engineers and contractors, facilitate the interim and final inspections of the Project in connection with obtaining occupancy permits.
- Assist Owner, architect, engineers and contractors in preparing punchlists for the Project upon achievement of substantial completion, and monitor the timely completion of all punchlist work.
- Coordinate and facilitate the delivery to Owner of all as-built drawings, warranties, equipment operating and maintenance manuals, attic stock, spare parts and any other deliverable items required by the contract documents.
- Monitor and administer project close-out activities including issuance of certificates of substantial completion, start-up and commissioning of systems, and coordination of final walk-through inspections
- Assist Owner in coordinating and scheduling occupancy of the completed Project.
- Working with the architect, assist in reviewing contractor's application for final payment, and supporting documentation, including final lien waivers.

OTHER SPECIAL SERVICES

Capital Campaign Planning

- Assist with budgeting, naming opportunities, and gift lists for specific projects
- Provide coordination between Development, Finance, and Design & Construction groups in preparing the overall campaign structure

Interpretive Exhibit Design & Construction

- Assemble project design team including subject experts, writer, graphic designer, photo researcher, exhibit designer, AV & IT consultants
- Direct the work of this group to develop all interpretive elements for the project
- Oversee preparation of drawings and specifications for bidding
- Vet exhibit fabrication companies for bidding
- Recommend firm for fabrication, and manage their work for conformance to project schedule, budget, and scope.

Facilities Operations Consulting

- Develop plans for capital maintenance projects
 - Investigate energy saving programs and implement as appropriate
 - Analyze staffing and operational activities with specific recommendations
 - Conduct analysis of outsourcing options and make recommendations as appropriate
 - Assist with IT infrastructure planning
-

RECENT WWBROWN PROJECTS

PROJECT PROFILE

Project Name	First United Methodist Church
	Exterior Masonry Repair
Location	Evanston, Illinois
Completion Date	2017
Cost	\$1,750,000

The First United Methodist Church of Evanston, a significant Gothic Revival cathedral built between 1910 and 1930, is undergoing major exterior masonry repair and restoration. As a Trustee of the Church, Bill (WWBROWN INC) has provided management of the project including the preparation of architectural and engineering contracts, drawing review, recommendations on form of contracting for construction services, cost estimate review, assistance with bidding, contractor selection, and construction administration.



PROJECT PROFILE

Project Name	First United Methodist Church Organ Restoration and Expansion
Location	Evanston, Illinois
Completion Date	February 2015
Cost	\$300,000



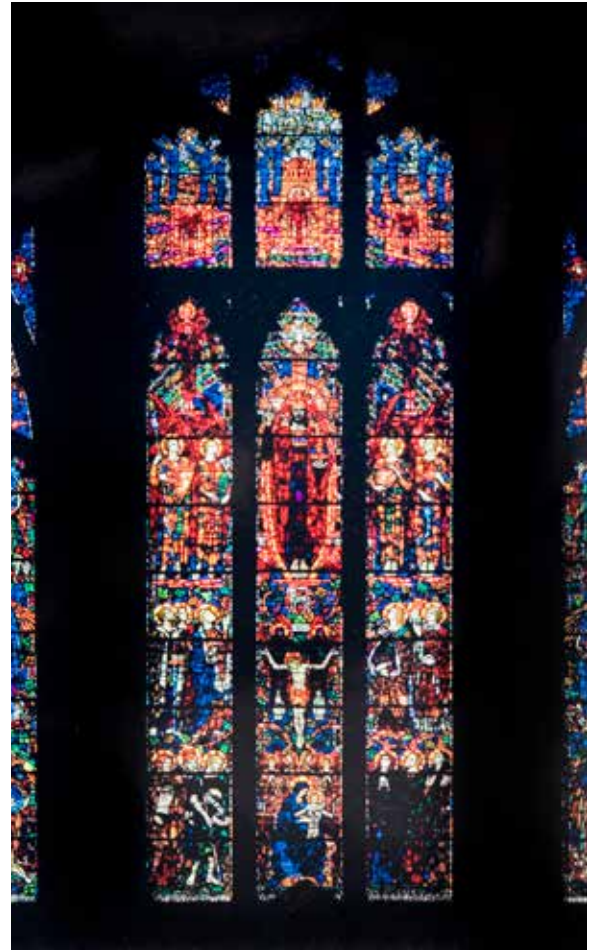
By 2013, the Church's 1930 Austin organ, located in Tittle Chapel, had fallen into significant disrepair, and either needed a full overhaul and rebuilding or a replacement. A hybrid solution was devised to include some of the original pipe ranks with the addition of a Rogers digital console and 40 plus ranks of simulated pipe tones. A new, traditional Great division was added in the Chapel balcony as well. The resulting instrument is a tremendous advance of tonal quality and range for organ music in this unique worship space.



PROJECT PROFILE

Project Name	First United Methodist Church Stained Glass Window Restoration
Location	Evanston, Illinois
Completion Date	October 2015
Cost	\$250,000

The grand Te Deum window, located in the east end of the Church's main sanctuary, required a complete restoration. Constructed in 1930 by the London firm, Powell & Sons, the window was completely disassembled, glass cleaned and repaired, and then releded and reinstalled. At the same time, masonry repair and cleaning occurred on the window's stone decorative and structural elements. With the restoration completed, the window now serves as an inspirational visual gem in the main sanctuary of the Church.



PROJECT PROFILE

Project Name	Saint Mark's Episcopal Church
Location	Evanston, Illinois
Completion Date	2015
Cost	\$100,000



WWBROWN INC was hired in June, 2014 to assist St. Mark's with a variety of capital maintenance projects including masonry repair, roof repair (both slate and flat styles), gutter and downspout repair, and interior repair and painting caused by water infiltration from deteriorated roof conditions. Bid documents were prepared and competitively bid to a select group of contractors with recommendations made to and accepted by the Church's Vestry Committee.



PROJECT PROFILE

Project Name Youth & Opportunity United (Y.O.U.)
 New Headquarters Building
 Location Evanston, Illinois
 Completion Date May 2015
 (through schematic design only)
 Cost \$5,000,000



Assistance on this major project was provided by WWBROWN INC from fall 2013 through spring 2015. Early work included feasibility studies for various options to serve as the Headquarters Building for the organization. By fall 2014, a solution involving a new free-standing building had been determined. WWBROWN INC assisted with the following: selection of architect; preparation of architectural and engineering contracts; recommendations on forms of contracting for construction services; project schedule; and cost estimations.



PROJECT PROFILE

Project Name	Evanston History Center Dawes House Restoration
Location	Evanston, Illinois
Completion Date	2014
Cost	\$1,800,000



The Dawes mansion, a nationally registered historic site and home to the Evanston History Center, underwent a staged exterior restoration and a major HVAC upgrade in 2013-14. As a trustee of the EHC, Bill (WWBROWN INC) has provided assistance with this project including preparation of architectural and engineering contracts, drawing review, recommendations on form of contracting for construction services, and cost estimate review, assistance with bidding, contractor selection, and construction administration.



PROJECT PROFILE

Project Name	Crihfield Residence 900 Edgemere
Location	Evanston, Illinois
Completion Date	October 2015
Cost	\$25,000



This architecturally significant tutor revival home designed and built by Ernest Mayo in 1927 near the shores of Lake Michigan, required select, sensitive restoration and repair work. Work completed has included the restoration of a set of leaded windows, exterior tuck pointing, and select exterior and interior painting. WWBROWN INC has assisted with defining the scope of work, bidding to select contractors, and overseeing the successful completion of the work.



COMPLETED CHICAGO BOTANIC GARDEN
PROJECTS

PROJECT PROFILE

Project Name	Chicago Botanic Garden Enabling Garden
Location	Glencoe, Illinois
Completion Date	1999
Cost	\$2,000,000
Size	11,000 SF



This project required careful coordination of specialized design input from staff to the project landscape architect to ensure that the design met the special function of an accessible healing garden. The aesthetic of the design was controlled to be compatible with the overall garden standards. The resulting garden has been an exemplar for accessible healing garden design, and serves as a model for countless other gardens of its type, around the world.



PROJECT PROFILE

Project Name	Chicago Botanic Garden Administration Building
Location	Glencoe, Illinois
Completion Date	2001
Cost	\$8,500,000
Size	28,000 SF



This building and site were a collaboration of Edward Larrabee Barnes and Dan Kiley, two American masters of design in the 20th century. The functional program for departments that would occupy the building were carefully planned for maximum efficiency of operations and space usage, and then cast in an aesthetic mode that echoed the design of the other major buildings on the campus designed by Edward Barnes.



PROJECT PROFILE

Project Name	Chicago Botanic Garden Evening Island
Location	Glencoe, Illinois
Completion Date	2003
Cost	\$5,500,000
Size	5.5 acres



Designed by the distinguished firm, Oehme van Sweden of Washington, D.C., lead by Jim van Sweden, Evening Island, with its two bridges, provided a significant expansion of intensive display gardens to the Chicago Botanic Garden, and a stunning new destination for visitors. Additionally, the elaborate installation of landscape lighting creates a striking night time display.



PROJECT PROFILE

Project Name	Chicago Botanic Garden Esplanade and Crescent Garden
Location	Glencoe, Illinois
Completion Date	2005
Cost	\$7,500,000
Size	1.5 acres



After the successful collaboration of Barnes and Kiley on the Administration Building, it was decided to commission Dan Kiley and his protégé, Peter Meyer, to design outdoor spaces that would link the two other Barnes Buildings on the campus, The Visitor Center and the Regenstein Center. The results were the Esplanade and Crescent Garden. The finished product was a compelling grouping of a formal display garden, a waterside experience, and a great lawn and treescape. The lawn, as intended, has become a venue for a variety of events.



PROJECT PROFILE

Project Name	Chicago Botanic Garden Regenstein Center
Location	Glencoe, Illinois
Completion Date	2006
Cost	\$26,000,000
Size	80,000 SF



One of the most ambitious projects ever undertaken at the Chicago Botanic Garden, the renovation of the Education Building into the Regenstein Center, transformed the functionality of the largest, most prominent, and iconic building on the Garden Campus. The logistical and engineering considerations of the job required maximum communication and cooperation of the owner, design team, and constructors. The finished product was an elegant and subtle recasting of Barnes original building design into a multi-use venue for the School of the Botanic Garden, special events, and exhibitions. The entire project, which under normal circumstances would require an 18-month schedule, was completed in only 13 months.



PROJECT PROFILE

Project Name	Chicago Botanic Garden Plant Conservation Science Center
Location	Glencoe, Illinois
Completion Date	2009
Cost	\$29,000,000
Size	38,000 SF

The first new building designed by Booth Hansen, as successor Garden architect to Ed Barnes, remains true to the design principles established by Barnes, but was cast in a new way for this major building at the Garden. The building houses the Garden's Plant Conservation Science Program and consists of nine laboratories, offices, work spaces, a specialty library, seminar room, and an atrium in the center of the building that allows visitors to see into all of the labs. Each lab has an interactive exhibit rail element associated with it that includes traditional exhibitry as well as touchscreen applications. The building achieved LEED Gold status through the U.S. Green Building Council.



PROJECT PROFILE

Project Name	Chicago Botanic Garden Children's Growing Garden
Location	Glencoe, Illinois
Completion Date	2012
Cost	\$2,500,000
Size	11,000 SF

This Garden serves an important function as part of the Learning Campus at the Chicago Botanic Garden. It allows children the opportunity for hands-on gardening and interaction with plants. In keeping with garden design standards, the project also models sustainable features, such as photovoltaic and hot water solar panels, and a rainwater harvesting system. A simple interpretation program of signage supports the learning function of the Garden that is also fully accessible.



CHICAGO BOTANIC GARDEN PROJECT LIST

1995-2012

1995	McGinley Pavilion	\$ 750,000
1996	Fruit & Vegetable Island Renovation	1,200,000
1997	Circle Garden	1,000,000
1998	2nd Japanese Island	1,000,000
1999	Enabling Garden	2,000,000
1999	Flower Walk	2,000,000
2000	Spider Island	750,000
2000	Storage Building	1,000,000
2001	Administration Building	8,000,000
2003	Evening Island	6,500,000
2003	Serpentine and Arch Bridges	1,000,000
2003	Great Basin	700,000
2003	East and West Lakeside Gardens	2,500,000
2003	English Walled Garden Overlook	500,000
2003	Shoreline Restoration – Mid Lakes	2,500,000
2003	Deep Water Well and Discharge Pump	1,600,000
2005	Soundwall/Edens Sign/North Pump House	14,000,000
2005	Children’s Building (temporary)	1,000,000
2005	Esplanade and Crescent Garden	7,500,000
2005	Administration Building Remodel	1,500,000
2006	Regenstein Center	26,000,000
2006	Japanese Garden Shoreline	2,500,000
2006	Extra lab in Plant Resource Center	1,000,000
2007	Gift Shop Remodel	1,200,000
2007	Woods Shelter	500,000
2008	Dwarf Conifer Garden	1,000,000
2009	Plant Conservation Science Center	29,000,000
2009	Campus Perimeter Fence	900,000
2009	Service Entrance Gate House	250,000
2010	Nature Reserve	600,000
2011	Café Remodel	800,000
2011	Trellis Bridge	2,500,000
2011	Evaluation Garden Expansion	500,000
2011	Entry Drive and Circle Drop-off for The Learning Campus	1,000,000
2012	Growing Garden	2,800,000
2012	The Cove	2,000,000
2012	North Lake Shoreline	6,300,000
	Capital Maintenance – over five years	3,000,000
	Total	\$138,850,000

WILLIAM W. BROWN

EXPERIENCE

Principal, WWBROWN, INC

Evanston, Illinois

2012-present

- Provides project management/owner's representative services for non-profit and religious institutions as well as private residences
- Specializes in renovation and restoration of historic church buildings including roofing, masonry, stained glass, and organ rebuilding
- Applies extensive experience to jobs of a wide range of scope and complexity
- Strives to secure on-time and on-budget completion of projects while meeting all of owner's expectations

Vice President, Facilities & Planning

Chicago Botanic Garden

Glencoe, Illinois

1995 - 2012

- As first Vice President of Facilities & Planning, oversaw all physical plant operations for a 385-acre, 20-building campus with an operating budget of \$3.4 million.
- Led architectural and landscape design planning for all types of capital projects, including buildings, gardens, and infrastructure.
- Over last 18 years, has overseen construction of 38 projects totaling \$138 million.

Director of Buildings & Grounds

Lincoln Park Zoo

Chicago, IL

1991 - 1995

- As first Director of Buildings & Grounds, directed all physical plant activities for a 35-acre, 20-building campus with an operating budget of \$2 million.
- Participated in architectural planning for all capital construction projects including a \$40 million multi-project program of new construction and renovation.

Special Assignment, Corporate Operations

Allstate Insurance Company

Northbrook, Illinois

1989-1991

Business Manager, Office Equipment Department

Northwestern University

Evanston, Illinois

1985-1988

Facilities Manager, University Library

Northwestern University

Evanston, Illinois

1981-1985

EDUCATION

Northwestern University
J. L. Kellogg Graduate School of Management
Master of Management degree, 1988

Syracuse University
Master of Arts, 1977
Bachelor of Music, 1976

Hobart College
Bachelor of Arts, 1973.

AFFILIATIONS

Board of Trustees, First United Methodist Church of Evanston
Project Consultant for Youth Organizations Umbrella, Inc.
Board of Trustees, Evanston History Center

REFERENCES

Available upon request.

WVBROWN INC PROJECT MANAGEMENT

1200 Mulford Street, Evanston, IL 60202 | ph 847-404-8133 | bbrown@wvbrown-inc.com | www.wvbrown-inc.com