



October 7, 2025

Dr. Clay Theisinger
Superintendent
Putnam County CUSD #535
400 E. Silverspoon Avenue
Granville, IL 61326

Dear Dr. Theisinger,

Larson & Darby Group (LDG) is committed to building trusted partnerships, through a journey of discovery and inquiry, in the creation of exceptional environments. This mission is what drives our architects, engineers, and interior designers as we work to support your organization's success. We look forward to the opportunity to work with you, and it is our pleasure to provide this proposal for your upcoming project.

I. Project Understanding

It is our understanding that Putnam County CUSD 535 has identified the need to engage in some long-term facility planning for the Putnam County Elementary School (PCES) and the Putnam County Junior High (PCJH). The long-term facility planning for PCES will look at options relative to the future use of that specific facility and or that specific site. Three (3) different options will be explored. Regarding the Junior High, (PCJH) the focus of the long-term planning will be on the assessment of current facility-related teaching and learning needs and what upgrades, improvements or repurposing might be proposed.

II. Professional Services

We will provide basic professional design services for the following project phases:

A. Preliminary/Conceptual Design Phase:

LDG will work with Putnam County CUSD 535 to develop a basic program that supports the instructional delivery vision of the school district and which shall include the objectives, schedule, constraints, and criteria, including spatial requirements and relationships, flexibility, growth, special equipment and furnishings, systems, site requirements, and any specific qualities or unique features relative to the desired instructional delivery vision for PCES and PCJH.

PCES:

1. Meet with District Administration, Board, Building Leadership, and Staff to gain insight and input on desired instructional delivery, support and programs
2. Review and share current educational instructional delivery trends and direction with the district for consideration
3. Review current facility operation and usage, space allocation, and program offerings relative to how the facility is used and whether the facility does or does not support those programs and instructional delivery



4. Develop initial conceptual site and floor plans for review and discussion for the following three (3) options.
 - a. Option One: Demolition of the oldest two-story portion of the facility. A new addition in that area to include all necessary spaces to support desired program and instructional delivery, as well as conceptual plans to address the teaching and learning needs throughout the remaining portions of the facility through the renovation or repurposing of space.
 - b. Option Two: Replacement of the entire PCES facility on the existing property with a brand new facility of comparable size.
 - c. Option Three: Replacement of the entire PCES facility as an addition onto another district school facility and possible alternative uses for the old PCES facility by the community.
5. Follow-up meetings to present all options for review and discussion by all stakeholder groups previously mentioned, (Administration, Board, Staff, etc.)
6. Revise all options after feedback from all stakeholder groups
7. Develop rough preliminary conceptual budgets associated with each option
8. Develop exterior renderings of one, two or all three conceptual options - (Add Services)
9. Make presentation to the board on updated conceptual options
10. Make a community presentation, if so desired by the board

PCJH:

1. Meet with District Administration, Board, Building Leadership, and Staff to gain insight and input on desired instructional delivery, support and programs
 2. Review and share current educational instructional delivery trends and direction with the district for consideration
 3. Review current facility operation and usage, space allocation, and program offerings relative to how the facility is used and whether the facility does or does not support those programs and instructional delivery
 4. Develop initial conceptual floor plans for review and discussion. These would focus on the renovation or repurposing of space within the existing facility footprint
 5. Follow-up meetings to present all options for review and discussion by all stakeholder groups previously mentioned, (Administration, Board, Staff, etc.)
 6. Revise all options after feedback from all stakeholder groups
 7. Develop rough preliminary conceptual budgets associated with the proposed plan
 8. Make presentation to the board on updated conceptual option
 9. Make a community presentation, if so desired by the board
- B. Exclusions - (as these are not necessary for this project assignment)
1. Measured drawings
 2. Existing facility surveys
 3. Schematic Design phase services
 4. Design Development phase services
 5. Construction Documents phase services



6. Procurement phase services
7. Construction phase services
8. Hazardous materials remediation design and engineering services
9. Geotechnical investigations and engineering services
10. Civil design and engineering services
11. Landscape design services
12. Review and/or design for accessibility (ADA) compliance in adjacent spaces
13. Architectural interior design services
14. Plumbing design and engineering services
15. Fire protection design and engineering services
16. Mechanical design and engineering services
17. Electrical design and engineering services
18. Technology/low voltage design and engineering services for voice/data, security/CCTV, access control, and audiovisual systems
19. Process design and engineering services
20. Sustainable design and engineering services
21. Energy modeling services
22. Commissioning services
23. Value engineering prior to and/or following receipt of contractor proposals
24. Detailed cost estimating services
25. On-site project representation
26. Conformed documents for construction
27. As-designed record documents
28. As-constructed record documents
29. Fast-track design services
30. Multiple bid packages
31. Historic preservation
32. Furniture, furnishings, and equipment design, selection, specification, or procurement
33. Signage design, selection, specification, or procurement
34. Plan review and permit fees
35. Materials testing and inspection services fees

While the above items have been excluded from this proposal, should Putnam County CUSD #535 desire, LDG would be happy to provide a separate proposal to assist with most any of these components...if they were to apply.

C. Contract

The responsibilities and services of the architect/engineer are as defined in AIA Document B101-2017 Standard Form of Agreement Between Owner and Architect. The attached Standard Terms and Conditions will apply until such point that it is superseded by an AIA contract.

III. Compensation

A. Professional Services

Compensation for the basic professional services outlined above, excluding reimbursable expenses, is proposed to be provided on a lump sum fixed fee basis for **Thirty Three Thousand Nine Hundred and Twenty Dollars \$ 33,920.00.**



Additional Services; outlined as exterior renderings of conceptual design options can be done at a cost of **Sixty Nine Hundred Dollars, \$ 6,900.00** per conceptual design option. These would be initiated at the direction/discretion of the owner.

Requests for scope changes, additional conceptual options, additional meetings or presentations will be evaluated at the time of their request and will be invoiced in addition to the fees outlined above. The additional compensation for these items will either be negotiated or on an hourly basis.

B. Reimbursable Expenses

Costs, including those for document reproductions, document postage and handling, travel, and plan review submission are not included in the above amount and will be billed at 1.1 times the expenses incurred.

IV. Schedule

Larson & Darby Group is available to start the long-term facility planning project work immediately, upon an official notice to proceed from Putnam County CUSD 535.

We appreciate the opportunity to be of continued assistance to Putnam County CUSD #535 and are excited at the prospect of partnering with you on this project. We look forward to starting on this assignment very soon.

If you have any questions or would like additional information, please contact me at 815-484-0739 (office) or 815-601-3321 (cell) or via e-mail at snelson@larsondarby.com

Kind Regards,

Stephen Nelson AIA, LEED AP
CEO

C: Andrew Macklin, LDG
Ged Trias, LDG
Deb Dorsey, LDG

The above proposal is accepted by:

Printed Name

Signature

Date Accepted