



October 11, 2021

Ms. Amy McPartlin
 Assistant Superintendent for Finance and Operations
 Prospect Heights SD23
 700 N. Schoenbeck Rd.
 Prospect Heights, IL 60070

RE: PROJECT AUTHORIZATION
 2022 HVAC RETROFITS- PHASE 1
 AT MACARTHUR MIDDLE SCHOOL

Prospect Heights School District 23 (Owner) authorizes ARCON Associates, Inc. (Architect) to provide professional services for the Project identified herein, which professional services shall be subject to the terms and conditions of the AIA B101 Master Agreement dated June 6, 2016 unless specifically provided otherwise in this Project Authorization.

LOCATION / DESCRIPTION OF PROJECT	The scope of work at MacArthur Middle School involves the retrofit of the existing Bard Heat Pump Units to add a refrigerant hot gas reheat coil down stream of the cooling coil in order to allow dehumidification and control of space humidity levels. The existing above ceiling condensate pumps will also be replaced. The work requires adding the reheat coil, refrigerant piping and refrigerant control valve and modifying the existing control sequence for the unit as well as adding a temperature, humidity and CO2 sensor.
INITIAL INFORMATION (including Project Budget, etc.)	The Base Bid Construction Budget for the project is \$425,000-\$467,000, including controls work. The estimated Project Budget (construction budget plus architect/engineer fee) is \$459,000- \$504,360.
SCOPE OF BASIC SERVICES (including all engineering disciplines under ARCON)	The Architect shall retain the following consultants: AMSCO Engineering
ADDITIONAL SERVICES (including specialty consultants)	A third party commissioning agent shall be required.

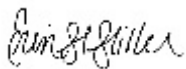
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PHASES OF SERVICES	Complete SD, DD, CD, Bidding, and CA services are included.
PROJECT SCHEDULE FOR SERVICES, INCLUDING ANTICIPATED DATE OF COMMENCEMENT OF CONSTRUCTION AND COMPLETION	Drawings and Specifications available by December 2022. Contractor to provide preliminary construction schedule with proposal.
ARCHITECT'S FEE (if other than as set forth in Master Agreement)	The Architect's fee for this project shall be calculated at a percentage basis per Section 11.1 of the master agreement. The estimated fee is \$34,000-\$37,360.
HOURLY BILLING RATES (if other than as set forth in Master Agreement)	Hourly billing rates shall be as per Section 11.7 of the Master Agreement.
SPECIAL TERMS AND CONDITIONS APPLICABLE TO PROJECT (No. of site visits if other than a set forth in 4.3.3.2.)	Site visits shall average (1) per week during the construction phase.

This agreement entered into as of the day and year first written above.

Please feel free to call if you have any questions. If acceptable, please sign, retain one copy for your files, and return one copy to ARCON. Thanks, again, for the opportunity to serve the needs of Prospect Heights School District 23.

Sincerely,
 ARCON Associates, Inc.



Erin M. Miller, LEED AP
 Associate Principal

Prospect Heights School District 23