



AIA[®] Document B121[™] – 2018

Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders

AGREEMENT made as of the Twenty-fourth day of August in the year Two Thousand
Twenty-Six
(In words, indicate day, month, and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

Community Unit School District No. 5, McLean and Woodford Counties, Illinois
1809 W. Hovey
Normal, IL 61761
309-557-4000

and the Architect:
(Name, legal status, address, and other information)

Design Mavens Architecture PLLC
1702 W. College Ave Suite E
Normal, IL 61761
(309) 304-3048

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document does not contain a description of the Architect's scope of Services and related terms. This document is intended to be used in conjunction with AIA Document B221[™]–2018, Service Order for use with Master Agreement Between Owner and Architect

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ARTICLE 1 MASTER AGREEMENT TERM AND PARTY REPRESENTATIVES

§ 1.1 This Master Agreement shall be effective for one year after the date first written above ("Date of this Master Agreement").

§ 1.2 This Master Agreement shall apply to all Service Orders agreed to by the Parties within the term of this Master Agreement until completion of the Service Order or such longer period of time as provided in this Master Agreement. In the event of a conflict between terms and conditions of this Master Agreement and a Service Order, the terms of the Service Order shall take precedence for the services provided pursuant to the Service Order. An agreed upon Service Order together with this Master Agreement form a Service Agreement. A Service Agreement represents the entire and integrated agreement between the parties, and supersedes prior negotiations, representations, or agreements, either written or oral. A Service Agreement may be amended or modified only by a Modification.

§ 1.3 This Master Agreement will renew on an annual basis, on the day and month of the Date of this Master Agreement, unless either party provides notice of their intent not to renew this Master Agreement. Notice must be provided at least 60 days prior to the renewal date. In the event either party elects not to renew this Master Agreement, the terms of this Master Agreement shall remain applicable until all Service Orders under this Master Agreement are completed or terminated.

§ 1.4 The Owner identifies the following representatives authorized to act on the Owner's behalf with respect to this Master Agreement:

Marty Hickman, CFO
1809 W. Hovey
Normal, IL 61761
309-557-4010

hickmanms@unit5.org

M. Curt Richardson,
Attorney for the District
1809 W. Hovey Ave.
Normal, IL 61761
309-557-4082
richardmc@unit5.org

§ 1.4.1 In each Service Order, the Owner will identify a representative authorized to act on the Owner's behalf with respect to the Service Order.

§ 1.5 The Architect identifies the following representative authorized to act on the Architect's behalf with respect to this Master Agreement:

Jean Underwood
1702 W. College Ave Suite E
Normal, IL 61761
(309) 304-3048

jean@design-mavens.com

§ 1.5.1 In each Service Order, the Architect will identify a representative authorized to act on behalf of the Architect with respect to the Service Order.

§ 1.6 Nothing contained in this Master Agreement or in a Service Order shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

ARTICLE 2 SERVICE ORDERS

§ 2.1 The Owner is not required to issue any Service Orders under this Master Agreement.

§ 2.2 The Architect may decline to accept any Service Order issued by the Owner.

§ 2.3 The Architect shall perform the services set forth in each agreed upon Service Order, consisting of AIA Document B221-2018, Service Order, or such other document as the Owner and Architect may mutually agree upon. Each Service Order shall state the name, location, and detailed description of the Project; describe the Architect's Services with detailed scope, deliverables, schedule with milestones, staffing plan; state the Architect's compensation; and list the attachments and exhibits incorporated by reference.

ARTICLE 3 ARCHITECT'S RESPONSIBILITIES

§ 3.1 The Architect shall perform its services and provide sufficient organization, personnel, and management to carry out the requirements of each Service Order in an expeditious and economical manner consistent with the professional standard of skill and care customarily exercised by licensed architects providing similar services on public K-12 projects in Illinois, the orderly progress of the services, and the interests of the Owner. In no case shall the Owner's review or approval of any Schematic Design Documents, Design Development Documents, Construction Documents, or other designs or services to be provided by the Architect under any Service Agreement release the Architect of its duty to provide its services in an expeditious and economical manner consistent with professional skill and care, the orderly progress of the services, and the interests of the Owner. The Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services provided under each Service Order which shall include a minimum of one (1) week Owner review period and for approval of submissions by authorities having jurisdiction over the Project. Time limits established by a schedule approved by the Owner shall not, except for reasonable cause, be exceeded by the Architect.

§ 3.2 Except with the Owner's knowledge and advance written consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Master Agreement or any Service Agreement.

§ 3.3 The Architect shall maintain at its own expense the following minimum insurance coverage until termination of this Master Agreement, and shall present to the Owner proof thereof through properly executed certificates of insurance upon execution of this Master Agreement and upon renewal of such coverage during the term or any renewal term of this Master Agreement.

(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)

.1 Commercial General Liability

Two Million Dollars (\$2,000,000) Each Occurrence
Four Million Dollars (\$4,000,000) General Aggregate

.2 Automobile Liability

One Million Dollars (\$1,000,000) Combined Single Limit

.3 Workers' Compensation

One Million Dollars (\$1,000,000)

.4 Professional Liability

Two Million Dollars (\$2,000,000)

.5 Umbrella Liability

Two Million Dollars (\$2,000,000)

Coverage shall be occurrence-based (except Professional Liability) and maintained continuously during services and for three (3) years after final completion for claims-made policies. Owner, its Board members, officers, employees, and agents shall be additional insureds on CGL, Auto, and Umbrella on a primary and non-contributory basis with waiver of subrogation.

§ 3.4 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on the accuracy and completeness of the services and information furnished by the Owner and the Owner's consultants. Architect's reliance does not relieve it from its coordination duties, from exercising the applicable standard of care, or from promptly advising Owner of errors or conflicts discovered by the architect. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.5 The Architect shall not be responsible for an Owner's directive or substitution made without the Architect's approval.

ARTICLE 4 ADDITIONAL SERVICES

§ 4.1 The Architect may provide Additional Services after execution of a Service Order without invalidating the Service Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Article 4 shall entitle the Architect to compensation pursuant to Section 9.3.

§ 4.2 Unless otherwise provided in a Service Order as part of its Basic Services, upon recognizing the need to perform the following as Additional Services, as they relate to the services provided pursuant to the Service Order, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following as Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Reserved.
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing, provided that routine meeting attendance and standard public presentations reasonably anticipated for sizable school projects such as new buildings and new additions is included as a Basic Service;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals; or
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 The Owner shall provide information in a timely manner regarding requirements for and limitations of each Service Order.

§ 5.2 The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.3 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of consulting services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants as designated in an individual Service Order, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Service Order. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.4 The Owner shall furnish all legal, insurance, and accounting services, including auditing services, that may be deemed reasonably necessary by the Owner at any time to meet the Owner's needs and interests under a Service Agreement.

§ 5.5 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the services or work related to a Service Agreement, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.6 Within 15 days after receipt of a written request from the Architect, the Owner shall, to the extent within the Owner's possession, furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COPYRIGHTS AND LICENSES

§ 6.1 The Architect and the Owner warrant that in transmitting Drawings, Specifications, and other instruments of service (“Instruments of Service”), or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use in relation to a Service Agreement.

§ 6.2 The Architect and the Architect’s consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with a Service Agreement is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect’s consultants.

§ 6.3 The Architect grants to the Owner a nonexclusive irrevocable, royalty-free license to use, reproduce, modify, and create derivative works of the Architect’s Instruments of Service for purposes of constructing, using, maintaining, altering and adding to the Project or when required by the Owner to provide under the Illinois Freedom of Information Act, provided that the Owner substantially performs its obligations under the Service Agreement, including prompt payment of all sums when due pursuant to Articles 8 and 9. The Architect shall obtain similar nonexclusive irrevocable licenses from the Architect’s consultants consistent with this Master Agreement. The license granted under this section permits the Owner to reproduce or authorize a Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner’s consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, for use in performing services or construction for the Project, maintaining, altering, or adding to the Project, or as otherwise required under Illinois law.

§ 6.3.1 The Parties agree and acknowledge the Instruments of Services are not intended to be reused or modified without prior written verification by Architect. Any such reuse or modification by Owner shall be without liability to Architect, and Owner shall indemnify and hold harmless Architect from third party claims arising from such reuse.

§ 6.4 Except for the licenses granted in this Article 6, no other license or right shall be deemed granted or implied under this Master Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner’s sole risk and without liability to the Architect and the Architect’s consultants.

§ 6.5 Except as otherwise stated in Section 6.3, the provisions of this Article 6 shall survive the termination of this Master Agreement.

ARTICLE 7 CLAIMS AND DISPUTES

§ 7.1 General

All claims, disputes, and causes of action against the other and arising out of or related to any Service Agreement, whether in contract, tort, or otherwise, and not resolved by voluntary mediation, may be brought in a court of competent jurisdiction within the period specified by applicable law. A request for mediation shall be made in writing and delivered to the other party to this Master Agreement. The request may be made concurrently with the filing of a complaint. Completion of the services pursuant to a specific Service Agreement shall be the date of Substantial Completion of construction related to the services performed pursuant to the Service Agreement or, where there is no construction work related to a Service Agreement, the date the Architect completes its services under the Service Agreement.

§ 7.1.1 To the extent damages to a party are covered and paid by property insurance of the other party, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 7.1.3 The Architect and Owner agree to mitigate any consequential damages arising out of or relating to a Service Agreement.

§ 7.2 Consolidation or Joinder

Either party, at its sole discretion, may consolidate any claim, dispute, or cause of action arising out of or related to any Service Agreement with any other claim, dispute, or cause of action arising out of or related to the Service Agreement or construction of the Project described in the Service Agreement to which it is a party provided that the claims, disputes, or causes of action to be consolidated substantially involve common questions of law or fact. Both parties consent to joinder in such consolidated claim, dispute, or cause of action.

§ 7.3 The provisions of this Article 7 shall survive the termination of a Service Agreement.

ARTICLE 8 TERMINATION OR SUSPENSION OF SERVICE AGREEMENTS

§ 8.1 If the Owner fails to make payment of any undisputed amounts to the Architect in accordance with a Service Agreement, such failure shall be considered substantial nonperformance and cause for termination of the Service Agreement or, at the Architect's option, cause for suspension of performance of services under the Service Agreement for which the Owner failed to make payment. If the Architect elects to suspend services, the Architect shall give seven (7) days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 8.2 If the services under a Service Agreement have been suspended by the Owner, the Architect shall be compensated for services performed prior to notice of such suspension. When the services under the Service Agreement are resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 8.3 A Service Agreement may be terminated by the Owner upon not less than thirty (30) days written notice to the Architect in the event the Project described in the Service Agreement is abandoned. If the Owner suspends the services under a Service Agreement for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate the Service Agreement by giving not less than thirty (30) days written notice and opportunity to cure.

§ 8.4 A Service Agreement may be terminated by either party should the other party fail to substantially perform in accordance with the terms of the Service Agreement through no fault of the party initiating the termination, provided written notice of default has been delivered in accordance with this section prior to termination. Such written notice of default must specify the particular provisions of the Service Agreement which have not been performed and must indicate that the Service Agreement will be terminated unless such default is remedied by the defaulting party within not less than thirty (30) days from receipt of the notice of default. Termination of a Service Agreement under this Section 8.4 shall not be deemed a termination of other Service Agreements under this Master Agreement.

§ 8.5 The Owner may terminate a Service Agreement, upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 8.6 In the event of termination of a Service Agreement not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, Reimbursable Expenses incurred, and all costs of services performed by Architect's consultants prior to the termination.

§ 8.7 In addition to any amounts paid under Section 8.6, if the Owner terminates a Service Agreement for its convenience pursuant to Section 8.5, or the Architect terminates a Service Agreement pursuant to Section 8.3, the Owner shall pay to the Architect the following fees:

(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)

.1 Termination Fee:

N/A

.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

N/A

§ 8.8 Except as otherwise expressly provided herein or in a Service Order, a Service Agreement shall terminate one year from the date of Substantial Completion.

§ 8.9 The Owner's rights to use the Architect's Instruments of Service in the event of termination of a Service Agreement are set forth in Article 6 of this Master Agreement.

ARTICLE 9 COMPENSATION

§ 9.1 The Owner shall compensate the Architect for the services described in a Service Order pursuant to the Service Order and as set forth in this Article 9.

§ 9.2 Except as otherwise set forth in a Service Order, the hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.

(If applicable, attach an exhibit of hourly billing rates or insert them below.)

See Attached Exhibit A Standard Hourly Billing Rate Schedule

Employee or Category

Rate (\$0.00)

§ 9.3 Except as otherwise set forth in a Service Order, the Owner shall compensate the Architect for Additional Services designated in Article 4 as follows:

(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

Negotiated and agreed upon by the Architect and Owner prior to proceeding with the additional services.

§ 9.4 Compensation for Reimbursable Expenses

§ 9.4.1 Reimbursable Expenses are in addition to compensation for the Architect's professional services and include expenses incurred by the Architect and the Architect's consultants directly related to a Service Agreement, as follows:

- .1** Transportation and authorized out-of-town travel and subsistence;
- .2** Dedicated data and communication services, Project web sites, and extranets;
- .3** Permitting and other fees required by authorities having jurisdiction over the Project;
- .4** Printing, reproductions, plots, and standard form documents, provided Owner shall not be required to reimburse Architect for routine office expenses such as internet, phone, standard software, stationary, envelopes, etc.;
- .5** Postage, handling, and delivery;
- .6** Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7** Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;

- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultant's expense of professional liability insurance dedicated exclusively to the Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect or the Architect's consultants, and disclosed by the Architect in writing prior to execution of this Master Agreement or a related Service Agreement;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses; and
- .11 Other similar Project-related expenditures as agreed by Owner.

§ 9.4.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus Zero percent (0 %) of the expenses incurred.

§ 9.4.3 Reimbursable Expenses will be allocated to each Service Agreement.

§ 9.5 Payments to the Architect

§ 9.5.1 Progress Payments

§ 9.5.1.1 Unless otherwise agreed, payments for services provided pursuant to a Service Agreement shall be made monthly in proportion to services performed. The Owner will notify the Architect of any disputed amounts on an invoice within seven (7) days of Owner's receipt of the invoice, and the parties shall meet in good faith to attempt to resolve the dispute. Payments of all undisputed amounts are due and payable upon presentation of the Architect's invoice. Amounts unpaid Thirty (30) days after the invoice date shall bear interest in accordance with the Local Government Prompt Payment Act, 50 ILCS 505/.

(Insert rate of monthly or annual interest agreed upon.)

§ 9.5.1.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless an act or omission of the Architect forms the basis for the offset and the Owner provides the Architect with written notice and a opportunity to cure. In any event, the Owner shall not withhold payments to the Architect pertaining to a Service Agreement to offset amounts in dispute under a separate Service Agreement.

§ 9.5.1.3 Records of Reimbursable Expenses, expenses pertaining to Additional Services, services performed on the basis of hourly rates, and subconsultant invoices and expense receipts for three years after final payment shall be available to the Owner for three years after final payment at mutually convenient times.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 Each Service Agreement shall be governed by the laws of the State of Illinois. Venue shall lie exclusively in the state courts of McLean County, Illinois.

§ 10.2 Notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to each Service Agreement. Neither the Owner nor the Architect shall assign a Service Agreement without the written consent of the other, except that the Owner may assign a Service Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under the Service Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with the Service Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to

execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of the Service Agreement.

§ 10.5 Unless otherwise required in a Service Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.6 The Architect shall have the right to include photographic or artistic representations of the design of the Projects for which services are performed among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Projects to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary including, but not limited to, use of student images or personally identifiable information. The Owner shall provide professional credit for the Architect in Instruments of Service made available to the public. This Section 10.6 shall survive the termination of a Service Agreement unless the Owner terminates a Service Agreement for cause pursuant to Section 8.4.

§ 10.7 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party may disclose such information as required by law or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity. The Party receiving such information may also disclose it to its employees, consultants or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.7.

§ 10.8 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable, but only to extent it does not frustrate the purpose of the Agreement. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

§ 10.9 The parties shall agree upon written protocols governing the transmission and use of, and reliance on, Instruments of Service or any other information or documentation in digital form.

§ 10.9.1 The parties shall agree to written protocols governing the use of, and reliance on, the information contained in a building information model before one is used.

§ 10.10 For each Service Agreement, terms not defined in this Master Agreement or in the Service Order shall have the same meaning as those in AIA Document A201-2017, General Conditions of the Contract for Construction.

§ 10.11 The Architect shall comply with as applicable: (1) the Illinois Human Rights Act (including without limitation those provisions relating the Architect's written sexual harassment policy), (2) the Illinois Drug Free Workplace Act, and (3) State and federal equal employment opportunity laws.

§ 10.12 The Architect and its consultants shall not send to any school building or school property any employee or agent who has been convicted of a crime listed in 105 ILCS 5/10-21.9(c) and/or 5/21B-80(c), as amended from time to time, or who is listed in the Ill. Sex Offender Registry or the Ill. Murderer and Violent Offender Against Youth Registry. The Architect and its consultants shall not send to any school building or school property any employee or agent who has been convicted of a crime listed in 105 ILCS 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense. The Architect and its consultants shall make every employee who will have direct, daily contact with one or more students available to the Owner for the purpose of submitting to a fingerprint-based criminal history records check. The check shall occur before any employee or agent is sent to any school building or school property. The Architect and its consultants will reimburse the Owner for the cost of each check. The Owner must also provide a copy of the report

to the individual employee of the Architect or its consultant, but is not authorized to release it to the Architect and its consultant. Additionally, at least quarterly, the Architect and its consultants shall check if any of its employees or agents having direct, daily contact with one or more students is listed on the Ill. Sex Offender Registry or the Ill. Murderer and Violent Offender Against Youth Registry.

§ 10.13 Either at the time of initial hiring or prior to assigning any employee to perform work under a Service Agreement involving direct contact with children or students, the Architect will perform an Employment History Review (EHR) for the employee, in accordance with the requirements of 105 ILCS 5/22-94, as it may be amended from time to time.

In performing the EHR, the Architect agrees it will provide the employee with: (1) a Sexual Misconduct Disclosure form, using the Ill. State Board of Education's (ISBE) Sexual Misconduct Disclosure Template for Applicant at www.isbe.net/Documents/Temp1-ISBE-Sexual-Misconduct-Disclosure-Form-Applicant.pdf and (2) copies of the Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response form, using ISBE's Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response Template at www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf for the employee to complete for each current employer and for each former employer where the employee worked in direct contact with children or students. The Architect shall provide to all employers identified by the employee in Section 3 of the Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response form a copy of the Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response form (105 ILCS 5/22-94(c)(4), added by P.A. 102-702, eff. 7-1-23). The Architect will instruct the identified employer(s) to return the completed form(s) to the Architect within 20 calendar days after receipt. The Architect shall immediately inform the Owner of any instances of sexual misconduct involving the employee as set forth in 105 ILCS 5/22-94(j)(3). The Architect shall maintain all records of EHRs and upon the Owner's request shall provide the Owner with access to and copies of records pertaining to the EHRs of Architect employees. The Architect shall not send to any school building or other property of Owner: (1) any employee for whom an EHR has not been performed, (2) any employee who provides false information or willingly fails to disclose information required by the EHR, or (3) any employee to whom the Owner objects after the Architect informs it of an instance of sexual misconduct involving the employee as set forth in 105 ILCS 5/22-94(j)(3). 105 ILCS 5/22-94(e) provides that a "contractor who provides information or records about a current or former employee or applicant under this Section [105 ILCS 5/22-94] is immune from criminal and civil liability for the disclosure of the information or records, unless the information or records provided were knowingly false."

For the duration of this Agreement, and in accordance with 105 ILCS 5/22-94(g), the Architect agrees it will not enter into any collective bargaining agreement, employment contract, agreement for resignation or termination, severance agreement, or any other contract or agreement that: (1) has the effect of suppressing information concerning a pending investigation or a completed investigation in which an allegation was substantiated related to a report of suspected sexual misconduct by a current or former employee, (2) affects the ability of the Architect to report suspected sexual misconduct to the appropriate authorities, or (3) requires the Architect to expunge information about allegations or findings of suspected sexual misconduct from any documents maintained by the Architect, unless, after an investigation, an allegation is found to be false, unfounded, or unsubstantiated.

ARTICLE 11 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Master Agreement are as follows:

(Include other terms and conditions applicable to this Agreement.)

11.1 LIMITATION OF LIABILITY. Owner agrees that the liability of the Architect to the Owner for any and all claims and causes of action, including without limited, contribution, asserted by Owner and arising out of or related to the negligent acts, errors or omissions of Architect in performing professional services shall be limited to Two Million Dollars (\$2,000,000) per claim and Four Million Dollars (\$4,000,000) per cause of action.

ARTICLE 12 SCOPE OF THIS MASTER AGREEMENT

§ 12.1 This Master Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Master Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 12.2 This Master Agreement is comprised of the following documents identified below:

- .1** AIA Document B121™–2018, Standard Form of Master Agreement Between Owner and Architect

- .3** Exhibits:
(Clearly identify any other exhibits incorporated into this Master Agreement.)

Exhibit A Standard Hourly Billing Rate Schedule

- .4** Other documents:
(List other documents, if any, forming part of the Master Agreement.)

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

OWNER <i>(Signature)</i>	ARCHITECT <i>(Signature)</i>
 BY:	 BY: Jean Underwood, Principal
<i>(Printed name and title)</i>	<i>(Printed name, title, and license number if required)</i>

Additions and Deletions Report for AIA® Document B121™ – 2018

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 11:24:35 CDT on 08/21/2026.

PAGE 1:

AGREEMENT made as of the Twenty-fourth day of August in the year Two Thousand Twenty-Six

Community Unit School District No. 5, McLean and Woodford Counties, Illinois

1809 W. Hovey
Normal, IL 61761

309-557-4000

Design Mavens Architecture PLLC

1702 W. College Ave Suite E
Normal, IL 61761

(309) 304-3048

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§ 1.2 This Master Agreement shall apply to all Service Orders agreed to by the Parties within the term of this Master Agreement until completion of the Service Order or such longer period of time as provided in this Master Agreement. In the event of a conflict between terms and conditions of this Master Agreement and a Service Order, the terms of the Service Order shall take precedence for the services provided pursuant to the Service Order. An agreed upon Service Order together with this Master Agreement form a Service Agreement. A Service Agreement represents the entire and integrated agreement between the parties, and supersedes prior negotiations, representations, or agreements, either written or oral. A Service Agreement may be amended or modified only by a Modification.

§ 1.4 The Owner identifies the following ~~representative~~representatives authorized to act on the Owner's behalf with respect to this Master Agreement:

Marty Hickman, CFO

1809 W. Hovey
Normal, IL 61761

309-557-4010

hickmanms@unit5.org

M. Curt Richardson,

Attorney for the District

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1809 W. Hovey Ave.

Normal, IL 61761

309-557-4082

§ 3.3 The Architect shall maintain at its own expense the following minimum insurance coverage until termination of this Master Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 9.4. and shall present to the Owner proof thereof through properly executed certificates of insurance upon execution of this Master Agreement and upon renewal of such coverage during the term or any renewal term of this Master Agreement.

richardmc@unit5.org

Jean Underwood

1702 W. College Ave Suite E

Normal, IL 61761

(309) 304-3048

jean@design-mavens.com

§ 2.3 The Architect shall perform the services set forth in each agreed upon Service Order, consisting of AIA Document B221-2018, Service Order, or such other document as the Owner and Architect may mutually agree upon. Each Service Order shall state the name, location, and detailed description of the Project; describe the Architect's Services with detailed scope, deliverables, schedule with milestones, staffing plan; state the Architect's compensation; and list the attachments and exhibits incorporated by reference.

§ 3.1 The Architect shall perform its services and provide sufficient organization, personnel, and management to carry out the requirements of each Service Order in an expeditious and economical manner consistent with the professional standard of skill and care ordinarily provided by customarily exercised by licensed architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the services provided pursuant to a Service Agreement, providing similar services on public K-12 projects in Illinois, the orderly progress of the services, and the interests of the Owner. In no case shall the Owner's review or approval of any Schematic Design Documents, Design Development Documents, Construction Documents, or other designs or services to be provided by the Architect under any Service Agreement release the Architect of its duty to provide its services in an expeditious and economical manner consistent with professional skill and care, the orderly progress of the services, and the interests of the Owner. The Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services provided under each Service Order which shall include a minimum of one (1) week Owner review period and for approval of submissions by authorities having jurisdiction over the Project. Time limits established by a schedule approved by the Owner shall not, except for reasonable cause, be exceeded by the Architect.

§ 3.2 Except with the Owner's knowledge and advance written consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Master Agreement or any Service Agreement.

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- .1 Commercial General Liability
- .2 Two Million Dollars (\$2,000,000) Each Occurrence
Four Million Dollars (\$4,000,000) General Aggregate
- .2 Automobile Liability
- One Million Dollars (\$1,000,000) Combined Single Limit
- .4 One Million Dollars (\$1,000,000)
- .4 Professional Liability
- Two Million Dollars (\$2,000,000)
- .5 Umbrella Liability
- Two Million Dollars (\$2,000,000)

Coverage shall be occurrence-based (except Professional Liability) and maintained continuously during services and for three (3) years after final completion for claims-made policies. Owner, its Board members, officers, employees, and agents shall be additional insureds on CGL, Auto, and Umbrella on a primary and non-contributory basis with waiver of subrogation.

§ 3.4 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on the accuracy and completeness of the services and information furnished by the Owner and the Owner's consultants. Architect's reliance does not relieve it from its coordination duties, from exercising the applicable standard of care, or from promptly advising Owner of errors or conflicts discovered by the architect. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 4.2 Unless otherwise provided in a Service Order as part of its Basic Services, upon recognizing the need to perform the following as Additional Services, as they relate to the services provided pursuant to the Service Order, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following as Additional Services until the Architect receives the Owner's written authorization:

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.5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients; Reserved.

.7 Preparation for, and attendance at, a public presentation, meeting or hearing, provided that routine meeting attendance and standard public presentations reasonably anticipated for sizable school projects such as new buildings and new additions is included as a Basic Service;

§ 5.4 The Owner shall furnish all legal, insurance, and accounting services, including auditing services, that may be deemed reasonably necessary by the Owner at any time to meet the Owner's needs and interests under a Service Agreement.

§ 5.6 Within 15 days after receipt of a written request from the Architect, the Owner shall, to the extent within the Owner's possession, furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or

enforce lien rights.

§ 6.1 The Architect and the Owner warrant that in transmitting Drawings, Specifications, and other instruments of service ("Instruments of Service"), or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use in relation to a Service Agreement.

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§ 7.1.3 The Architect and Owner ~~wave consequential damages for claims, disputes, or other matters in question, agree to mitigate any consequential damages arising out of or relating to a Service Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of a Service Agreement, except as specifically provided in Section 8.6.~~

§ 6.3 The Architect grants to the Owner a nonexclusive irrevocable, royalty-free license to use, reproduce, modify, and create derivative works of the Architect's Instruments of Service ~~solely and exclusively~~ for purposes of constructing, using, maintaining, altering and adding to the Project or when required by the Owner to provide under the Illinois Freedom of Information Act, provided that the Owner substantially performs its obligations under the Service Agreement, including prompt payment of all sums when due pursuant to Articles 8 and 9. The Architect shall obtain similar nonexclusive irrevocable licenses from the Architect's consultants consistent with this Master Agreement. The license granted under this section permits the Owner to reproduce or authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 10.9, solely and exclusively for use in performing services or construction for the Project. ~~If the Architect rightfully terminates a Service Agreement for cause as provided in Section 8.4, the license granted in this Section 6.3, and related to the terminated Service Agreement, shall terminate, maintaining, altering, or adding to the Project, or as otherwise required under Illinois law.~~

§ 6.3.1 ~~In the event the Owner uses The Parties agree and acknowledge the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 6.3.1. The terms of this Section 6.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 8.4. Services are not intended to be reused or modified without prior written verification by Architect. Any such reuse or modification by Owner shall be without liability to Architect, and Owner shall indemnify and hold harmless Architect from third party claims arising from such reuse.~~

§ 7.1.1 ~~The Owner and Architect shall commence all claims~~All claims, disputes, and causes of action against the other and arising out of or related to any Service Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Master Agreement and and not resolved by voluntary mediation, may be brought in a court of competent jurisdiction within the period specified by applicable law, but in any case not more than 10 years after the completion of the services provided pursuant to a specific Service Agreement, whichever is sooner. ~~A request for mediation shall be made in writing and delivered to the other party to this Master Agreement. The request may be made concurrently with the filing of a complaint. Completion of the services pursuant to a specific Service Agreement shall be the date of Substantial Completion of construction related to the services performed pursuant to the Service Agreement or, where there is no construction work related to a Service Agreement, the date the Architect completes its services under the Service Agreement. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 7.1.1.~~

§ 7.1.21 To the extent damages to a party are covered and paid by property insurance of the other party, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201™-2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 7.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 7.2 Mediation

§ 7.2.1 Any claim, dispute or other matter in question arising out of or related to a Service Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 7.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Master Agreement. A request for mediation shall be made in writing, delivered to the other party to this Master Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 7.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 7.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 7.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box.)

☐ Arbitration pursuant to Section 7.3 of this Master Agreement

☐ Litigation in a court of competent jurisdiction

☐ Other: (Specify)

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

§ 7.3 Arbitration

§ 7.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Master Agreement, any claim, dispute or other matter in question arising out of or related to a Service Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Master Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Master Agreement, and filed with the person or entity administering the arbitration.

§ 7.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt

of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 7.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Master Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 7.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 7.3.4 Consolidation or Joinder

§ 7.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Master Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

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~~§ 7.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 7.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Master Agreement.~~
Consolidation or Joinder

Either party, at its sole discretion, may consolidate any claim, dispute, or cause of action arising out of or related to any Service Agreement with any other claim, dispute, or cause of action arising out of or related to the Service Agreement or construction of the Project described in the Service Agreement to which it is a party provided that the claims, disputes, or causes of action to be consolidated substantially involve common questions of law or fact. Both parties consent to joinder in such consolidated claim, dispute, or cause of action.

§ 7.43 The provisions of this Article 7 shall survive the termination of a Service Agreement.

§ 8.1 If the Owner fails to make ~~payments~~payment of any undisputed amounts to the Architect in accordance with a Service Agreement, such failure shall be considered substantial nonperformance and cause for termination of the Service Agreement or, at the Architect's option, cause for suspension of performance of services under the Service Agreement for which the Owner failed to make payment. If the Architect elects to suspend services, the Architect shall give seven (7) days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 8.3 A Service Agreement may be terminated by the Owner upon not less than thirty (30) days written notice to the Architect in the event the Project described in the Service Agreement is abandoned. If the Owner suspends the services under a Service Agreement for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate the Service Agreement by giving not less than ~~seven days'~~thirty (30) days written notice and opportunity to cure.

§ 8.4 ~~Either party may terminate a~~ Service Agreement ~~upon not less than seven days' written notice~~may be terminated by either party should the other party fail substantially to substantially perform in accordance with the terms of the Service Agreement, through no fault of the party initiating the termination, provided written notice of default has been delivered in accordance with this section prior to termination. Such written notice of default must specify the particular provisions of the Service Agreement which have not been performed and must indicate that the Service Agreement will be terminated unless such default is remedied by the defaulting party within not less than thirty (30) days from receipt of the notice of default.
Termination of a Service Agreement under this Section 8.4 shall not be deemed a termination of other Service Agreements under this Master Agreement.

§ 8.6 In the event of termination of a Service Agreement not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, Reimbursable Expenses incurred, and all costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements of services performed by Architect's consultants prior to the termination.

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N/A

N/A

§ 8.8 Except as otherwise expressly provided herein or in a Service Order, a Service Agreement shall terminate one year from the date of Substantial Completion.

§ 8.9 The Owner's rights to use the Architect's Instruments of Service in the event of termination of a Service Agreement are set forth in Article 6 and Section 9.5 of this Master Agreement.

See Attached Exhibit A Standard Hourly Billing Rate Schedule

Negotiated and agreed upon by the Architect and Owner prior to proceeding with the additional services.

.2 Long distance services, dedicated Dedicated data and communication services, teleconferences, Project web sites, and extranets;

.4 Printing, reproductions, plots, and standard form documents, provided Owner shall not be required to reimburse Architect for routine office expenses such as internet, phone, standard software, stationary, envelopes, etc.;

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.11 Other similar Project-related expenditures as agreed by Owner.

§ 9.4.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus Zero percent (0 %) of the expenses incurred.

§ 9.5.1.1 Unless otherwise agreed, payments for services provided pursuant to a Service Agreement shall be made monthly in proportion to services performed. Payments The Owner will notify the Architect of any disputed amounts on an invoice within seven (7) days of Owner's receipt of the invoice, and the parties shall meet in good faith to attempt to resolve the dispute. Payments of all undisputed amounts are due and payable upon presentation of the Architect's invoice. Amounts unpaid Thirty (30) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect in accordance with the Local Government Prompt Payment Act, 50 ILCS 505/.

%

§ 9.5.1.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless an act or omission of the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding forms the basis for the offset and the Owner provides the Architect with written notice and a opportunity to cure. In any event, the Owner shall not withhold payments to the Architect pertaining to a Service Agreement to offset amounts in dispute under a separate Service Agreement.

§ 9.5.1.3 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates, and subconsultant invoices and expense receipts for three years after final payment shall be available

to the Owner for three years after final payment at mutually convenient times.

§ 10.1 Each Service Agreement shall be governed by the laws of the place where the Project described in the Service Order is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 7.3 State of Illinois. Venue shall lie exclusively in the state courts of McLean County, Illinois.

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§ 10.6 The Architect shall have the right to include photographic or artistic representations of the design of the Projects for which services are performed among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Projects to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary including, but not limited to, use of student images or personally identifiable information. The Owner shall provide professional credit for the Architect in ~~the Owner's promotional materials for the Projects~~ Instruments of Service made available to the public. This Section 10.6 shall survive the termination of a Service Agreement unless the Owner terminates a Service Agreement for cause pursuant to Section 8.4.

§ 10.8 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable, but only to extent it does not frustrate the purpose of the Agreement. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

§ 10.9.1 ~~Any use of, or reliance on, all or a portion of a building information model without agreement~~ The parties shall agree to written protocols governing the use of, and reliance on, the information contained in the model shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees, before one is used.

§ 10.11 The Architect shall comply with as applicable: (1) the Illinois Human Rights Act (including without limitation those provisions relating the Architect's written sexual harassment policy), (2) the Illinois Drug Free Workplace Act, and (3) State and federal equal employment opportunity laws.

§ 10.12 The Architect and its consultants shall not send to any school building or school property any employee or agent who has been convicted of a crime listed in 105 ILCS 5/10-21.9(c) and/or 5/21B-80(c), as amended from time to time, or who is listed in the Ill. Sex Offender Registry or the Ill. Murderer and Violent Offender Against Youth Registry. The Architect and its consultants shall not send to any school building or school property any employee or agent who has been convicted of a crime listed in 105 ILCS 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense. The Architect and its consultants shall make every employee who will have direct, daily contact with one or more students available to the Owner for the purpose of submitting to a fingerprint-based criminal history records check. The check shall occur before any employee or agent is sent to any school building or school property. The Architect and its consultants will reimburse the Owner for the cost of each check. The Owner must also provide a copy of the report to the individual employee of the Architect or its consultant, but is not authorized to release it to the Architect and its consultant. Additionally, at least quarterly, the Architect and its consultants shall check if any of its employees or agents having direct, daily contact with one or more students is listed on the Ill. Sex Offender Registry or the Ill. Murderer and Violent Offender Against Youth Registry.

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§ 10.13 Either at the time of initial hiring or prior to assigning any employee to perform work under a Service Agreement involving direct contact with children or students, the Architect will perform an Employment History Review (EHR) for the employee, in accordance with the requirements of 105 ILCS 5/22-94, as it may be amended from time to time.

In performing the EHR, the Architect agrees it will provide the employee with: (1) a Sexual Misconduct Disclosure form, using the Ill. State Board of Education's (ISBE) Sexual Misconduct Disclosure Template for Applicant at www.isbe.net/Documents/Temp1-ISBE-Sexual-Misconduct-Disclosure-Form-Applicant.pdf and (2) copies of the Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response form, using ISBE's Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response Template at www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf for the employee to complete for each current employer and for each former employer where the employee worked in direct contact with children or students. The Architect shall provide to all employers identified by the employee in Section 3 of the Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response form a copy of the Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response form (105 ILCS 5/22-94(c)(4), added by P.A. 102-702, eff. 7-1-23). The Architect will instruct the identified employer(s) to return the completed form(s) to the Architect within 20 calendar days after receipt. The Architect shall immediately inform the Owner of any instances of sexual misconduct involving the employee as set forth in 105 ILCS 5/22-94(j)(3). The Architect shall maintain all records of EHRs and upon the Owner's request shall provide the Owner with access to and copies of records pertaining to the EHRs of Architect employees. The Architect shall not send to any school building or other property of Owner: (1) any employee for whom an EHR has not been performed, (2) any employee who provides false information or willingly fails to disclose information required by the EHR, or (3) any employee to whom the Owner objects after the Architect informs it of an instance of sexual misconduct involving the employee as set forth in 105 ILCS 5/22-94(j)(3). 105 ILCS 5/22-94(e) provides that a "contractor who provides information or records about a current or former employee or applicant under this Section [105 ILCS 5/22-94] is immune from criminal and civil liability for the disclosure of the information or records, unless the information or records provided were knowingly false."

For the duration of this Agreement, and in accordance with 105 ILCS 5/22-94(g), the Architect agrees it will not enter into any collective bargaining agreement, employment contract, agreement for resignation or termination, severance agreement, or any other contract or agreement that: (1) has the effect of suppressing information concerning a pending investigation or a completed investigation in which an allegation was substantiated related to a report of suspected sexual misconduct by a current or former employee, (2) affects the ability of the Architect to report suspected sexual misconduct to the appropriate authorities, or (3) requires the Architect to expunge information about allegations or findings of suspected sexual misconduct from any documents maintained by the Architect, unless, after an investigation, an allegation is found to be false, unfounded, or unsubstantiated.

11.1 LIMITATION OF LIABILITY. Owner agrees that the liability of the Architect to the Owner for any and all claims and causes of action, including without limited, contribution, asserted by Owner and arising out of or related to the negligent acts, errors or omissions of Architect in performing professional services shall be limited to Two Million Dollars (\$2,000,000) per claim and Four Million Dollars (\$4,000,000) per cause of action.

.2 _____ Building Information Modeling Exhibit, if completed:

.3 _____

.3 Exhibits:

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Exhibit A Standard Hourly Billing Rate Schedule

BY: Jean Underwood, Principal

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, Jean Underwood, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 11:24:35 CDT on 08/21/2026 under Order No. 20240080645 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B121™ - 2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)